

Felthorpe Parish Council

Risk Register

Asset Risks

Item	Risk Probability	Risk Controlled	Last Review
Village Benches	Low	Three old benches all replaced in spring 2023 with new ones. Formal annual inspection carried out by councilor with relevant portfolio.	July 25
Parish Notice Board	Low	Old notice board replaced by Council in February 2022. Visual inspection by Clerk monthly when posting agendas.	July 25
Village Sign	Low	Sign and base fully refurbished in 2023. Formal annual inspection carried out by councilor with relevant portfolio	July 25
Village Well	Low	Formal annual safety inspection carried out by councilor with relevant portfolio. Grounds contractor assesses and maintains on regular basis and feeds issues back to Clerk.	July 25
Parish Trees	N/A	None owned by parish. Any risks from NCC owned trees are reported promptly.	
Bus Shelter	Low	Repairs carried out in 2023 to keep shelter in safe condition. Formal annual inspection carried out by councilor with relevant portfolio. Grounds contractor assesses and maintains on regular basis.	July 25

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Phone Box	Medium	Monthly visual check carried out by councillor with relevant portfolio to check for glass damage. Formal annual inspection carried out of structure.	July 25
Management of SAM2 Cameras	Medium	Local contractor move the cameras on a regular basis, on the side of the road. Contractor has been trained in the correct way to install the cameras. A formal risk assessment was provided to NCC as part of the bid process.	July 25
Defibrillator – not working	Medium	Regular check schedule of pads etc established by Councillor with relevant portfolio. Registered with The Circuit, who notify the Clerk if it is used, so new pads can be purchased.	July 25
Financial and Business Risks			
Risk of Council being unable to conduct business due to unexpected circumstance concerning key personnel/equipment/records	Medium	All current files and recent records are kept at the Clerk's home. Electric records are all stored on the cloud. Historic documentation was transferred to the care of the Norfolk Archive Centre in 2012. In the event of the Clerk being indisposed the Chairman to contact the Norfolk Association of Local Councils for advice. Chairman copied into all key email correspondence to ensure continuity.	Ongoing
Loss of money or goods caused	Low	Fidelity guarantee insurance provided by Parish	Insurance

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by theft of employee i.e. fraud or dishonest		Council insurance policy covers any Councillor, Clerk or employee. No Petty Cash or Float held Internal Controls in place to monitor financial systems, which are reviewed annually. The Council has Financial Regulations that set out the financial risk management. Annual audit of the accounts is carried out by an external appointee.	updated August 23 Ongoing May 2025 May 25 April 25
Adequacy of Precept / Budget Setting	Medium	To determine precept amount required, Council reviews budget requirements in December or January Parish Council Meetings. Councillors receive monthly spend against budget reports at each meeting. This information, together with estimates/quotes for the ensuing year, enables the Council to estimate its annual precept in order to cover its expenses/requirements. Precept paid by BACS into Council's account in April & September.	December 2024
Financial Records	Low	The council has Financial Regulations and Internal Controls which set out the requirements. These are	May 25

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		reviewed annually.	
Bank and Banking	Low	The Council has Financial Regulations which set out the requirements for banking, BACS, cheques and reconciliation of accounts. All payments require two signatories / online sign-offs. Errors are checked for during the monthly bank reconciliation carried out by the clerk, the 6-monthly check by the councillor with the financial portfolio, and the annual audit. The Internal Auditor is given access to all systems and financial paperwork to ensure compliance.	July 25
Statutory Requirements	Low	Minutes and agendas are produced by the Clerk and adhere to legal requirements. Minutes and agendas are displayed and published in accordance with legal requirements. Minutes are approved and signed at the next Council meeting Transparency Code 2015 requirements are adhered to	Ongoing
Data Protection - (Disclosure of personal information / Risk to reputation / Risk of fine	Low	Data protection policy in place which is reviewed every two years. Information audit, reviewed annually.	Ongoing

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or compensation / Staff time (lost) in resolving issues)		Clerk and councillors aware of their obligations. ICO membership held	
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