

Kirk Deighton Parish Council

Risk Register

Adopted 19 March 2024

Risk	Assessment (Low/medium/high)	Internal Control Measures
Protection of physical assets	Assets are listed on the assets register L	Insurance cover
Public Liability	Limited public events arranged by the Council L	Insurance cover
Business interruption	Work can be conducted with computer, internet connection and mobile phone L	Data is synced to Cloud/Office 365
Loss of cash though theft of dishonesty	No petty cash or cash payments to the council L	Insurance cover. Cheques deposited as soon as possible
Employer's liability	One employee – statutory cover required L	Insurance cover
Libel and slander	Council website can only be amended by clerk. No social media accounts L	Insurance cover
Person Accident (Clerk/volunteers/councillors)	Occasional events eg litter picks carry a risk of injury L	Insurance cover
Banking arrangements – incl investments	All council funds are held in HSBC business account. No additional investment L	No investment policy required
Supplies & services provided by the council	The council is responsible for grass cutting of highway verges L	Contracts are reviewed annually. Contractors have public liability insurance.
Keeping financial records in accordance with statutory requirements	Small number of transactions. Online banking requires transactions to be set up by the clerk and authorisation by 2 Councillors L	Bank reconciliations and cash book checked at bi-monthly meetings Annual internal and external audit
Ensuring all business activities are within the council's legal powers	Councillors are provided with a copy of the Good Councillors Guide and encouraged to attend YLCA training L	Expenditure controlled through council minutes and, when necessary, the clerk seeks advice
Ensuring that all requirements are met within employment law	One employee L	NALC standard contract
Ensuring all requirements are met in respect of VAT	Small number of transactions L	VAT paid by the council is recorded separately in cash book and reclaimed annually

Ensuring the adequacy of the annual precept within sound budgetary arrangements	Income & expenditure items are either known in advance or under the council's control L	Budget requirements identified when fixing the precept
Ensuring the proper use of funds under section 137 LGA	The council does not have a General Power of Competency. There is limited expenditure under sec 137 L	Any sec 137 expenditure is noted in the minutes and recorded separately in the cash book
Accurate reporting of council business in the Minutes	Minutes are posted on www.kirkdeighton.com and on the council notice board L	All minutes are approved at the following council meeting
Responding to electors wishing to exercise their right of inspection	Statutory requirement L	Public notice of rights of inspection published on website and notice board. Accounts available for public inspection
Proper document control	Small number of physical documents stored at clerk's home. Small risk of fire damage L	Ensure electronic copies of all documents where possible
Register of Members' Interests accurate and up to date	Statutory requirement L	All councillors are required to complete a Register of Interests form. Forms are published on HBC website
Expenditure approval	Controls specified in Financial Regulations. No petty cash L	Proposed expenditure itemised in Agenda and minuted. Two councillors online payments
Income control	Income limited to precept, grass cutting contribution from NYC and occasional grants L	Income is itemised in the agenda and minuted.
Storing and processing of personal information	Council compliant with Data Protection Act and GDPR L	GDPR policy adopted May 2018

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