Brington & Molesworth Parish Council Risk Register

Approved March 2025 for 2025.26 Financial Year

Area	Risk	Level	Controls (bold indicates where work is needed
Assets	Protection of physical assets	Medium	Assets register is maintained. “Outdoor” physical assets are subject to regular checks as part of the parish risk assessment programme. Play area regular checks are carried and documented appropriately – Parish Council does not own any Play Equipment. The Clerk’s office equipment is checked on an almost daily basis. Ongoing review of risk and adequacy of insurance cover to cover all physical assets.
	Security and maintenance of buildings	Medium	The parish council does not own any buildings
Finance	Banking	Medium	Parish Council funds are held by HSBC Bank in an account designed specifically to satisfy the requirements of local councils. PC opened a savings account with Charity bank. Millennium Green Charity funds are held with Barclays PLC in an account designed specifically to satisfy the requirements of Charities.
	Risk of consequential loss of income	Low	Main income is from the precept.
	Loss of cash through theft or dishonesty	Low	The parish council does not deal with cash payments with the exception of Millennium Green Donations, these are receipted and submitted to the RFO for reconciliation.
	Financial controls and records	Medium	Quarterly bank reconciliations prepared by Clerk/RFO and reported to Council together with cash book (this exceeds legal requirements). All receipts and payments are published on the agenda and confirmed in the minutes. Two signatories required for authorisation of all payments. Payments are made by cheques/online. Clerk/RFO & Council ensure compliance with robust financial regulations. Internal and external audit.
	Comply with HMRC Regulations	Medium	Payroll is facilitated through HMRC’s “Basic PAYE Tools” to ensure that correct PAYE and National Insurance responsibilities are met. All payments are published through the agenda and confirmed in the minutes. Payslips & P60s are provided to employees and kept on file.

	Sound budgeting to underlie annual precept	Medium	The council receive detailed budget reports at every council meeting. The precept is derived directly from this. Expenditure against budget reported at every meeting.
	Complying with borrowing restrictions	Low	The council has no loans and no new borrowing is likely at present.
Liability	Risk to third party, property or individuals	Medium	Public Liability Insurance in place.
Employer Liability	Comply with Employment Law	Medium	Membership of NALC & CAPALC. The Clerk is a member of SLCC. The Clerk/RFO is the only employee of BMPC and has a contract of employment. The council holds Employers' Liability insurance cover.
	Comply with Inland Revenue requirements	Medium	Regular advice from HMRC. Use of HMRC's "Basic PAYE Tools". Internal and external auditor carry out annual checks. The council is not registered for VAT. VAT returns are submitted on an annual basis (at the end of the financial year).
	Safety of Staff and visitors	Low	The Clerk/RFO works from home and she manages a safe working environment. BMPC meetings take place in: Brington Church Room and Molesworth Village Hall.
	Safety of Employees, Members and Volunteers	Medium	Employees, members and volunteers are covered for personal accident under the council's insurance policy.
Legal Liability	Ensuring activities are within legal powers	Medium	Clerk/RFO to clarify legal position on any new proposal. Legal advice to be sought where necessary. Clerk/RFO ensures proper monitoring of s137 funds. The Council employs a (CiLCA) qualified Clerk/RFO who undertakes regular continued professional development. The Clerk also obtained a degree in Community Governance. Legal advice is sought via NALC/CAPALC/SLCC when required.
		Medium	The council has cover for legal expenses as part of its insurance policy.
	Proper and timely reporting via the Minutes	Medium	Council meets every month or bi-monthly when necessary and always receives and approves Minutes of meetings. Minutes are made available to press and public on the parish noticeboards and via the parish web site.

	Proper document control	Medium	All electronic documentation is stored on Hard Drive. All parish council business is conducted via a laptop. PC is registered with the Information Commissioner for Data Protection. Where do the Councils copies of Clerks Employment Contracts Live etc.
Councillors' propriety	Registers of Interests and gifts and hospitality in place.	Medium	Register of interest completed and lodged with Huntingdonshire District Council. All members and employees are covered by a Fidelity Guarantee and for Libel and Slander as part of the council's insurance policy.

Adopted for Brington & Molesworth Parish Council. 4 October 2018, 9 May 2019, 3 June 2021, reviewed 16 March 2022, 15 March 2023 March 2024, approved May 2024, March 2025
Next review day March 2026