RISK ASSESSMENT REGISTER 2026								BUGBROOKE PARISH COUNCIL
FINANCE AND GOVERNANCE								
Ref	**Category**	**Risk**	**Impact**	**Likelihood score (1-3)**	**Impact Score (1-3) Based on measures in place**	**Risk Rating (1-6) (H/M/L)**	**Management/ Control of Risk**	**Response/Assess/Revise**
1	**PRECEPT**	Adequacy of precept	Insufficient funds to carry out council duties	1	1	2	To determine the precept amount required, the Parish Council receives quarterly budget update information. The budgets are assessed at a Finance meeting in October and a draft budget is prepared for scrutiny by councillors at the monthly meeting. The precept requirements are set is when councillors have ensured all its objectives can be met in the agreed budget. The council also have a Reserve Fund and a Ring Fenced Fund offering a level of protection from the risk.	Robust plans ensure the budget is accurate and anticipates price increases and incorporate council plans. Existing procedures adequate.
2		Requirement not submitted to West Northamptonshire Council	No income would be received by the council	1	2	3	WNC prompt response from the Clerk. The Precept request form now needs to be signed by the Chair. The Clerk keeps a record of the precept request.	Councillors should ensure in January that the request has been submitted.
3		Precept Not received/Delayed	Potential issue paying suppliers	2	1	3	The council have a Reserve Fund to ensure BPC can operate for almost 6 months. This stands at £50,000.	Amount sufficient but should be increase by £10,000 over the next 3 years.

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4	**BUDGETING**	Budget not prepared for next financial year correctly	Insufficient precept requested. Council may not meet its objectives	1	1	2	With information on the previous budget and actual spend against budget heads, BPC maps out the required monies for regular costs and projects for the following year and applies specific figures to budget headings. Budget and precept setting are timetabled for meeting agenda annually in line with the Standing Orders.	Existing procedure adequate, new Action Plan added to provide further guidance for budget setting.
5	**FINANCIAL RECORDS**	Inadequate Records	Non compliance with AGAR requirements	1	1	2	BPC has Financial Regulations which set out the requirements. These Financial Regulations are reviewed annually in line with the Standing Orders.	Seek assistance from auditor if required. Continue training and review of Practitioners Guide 2026/2027.
6	**BANK & BANKING**	Theft/loss of money	Council unable to operate	1	1	2	Financial regulations and internal controls are in place. Records of all financial receipts, invoices, spreadsheets etc are available at all times for scrutiny by Councillors, the appointed Internal Financial Control Councillor meets with the Clerk on a quarterly basis to review all financial matters, the Clerk provides a bank reconciliation to every BPC meeting and quarterly produces a spending against budget report circulated to all Councillors. Fidelity Guarantee in place.	Existing procedure adequate.
7		Inadequate Checks	Potential Fraud or ineffective use of council money	1	1	2	BPC has Financial Regulations which set out the requirements for banking, payments and reconciliation of accounts.	Existing procedure adequate.
8		Banking mistakes	Incorrect bank payments	2	1	3	Any bank errors would be discovered when the Clerk reconciles the bank at the end of the month. Issues can be address immediately.	The Internal Financial Control Councillor checks the invoices and the bank would be able to pick up any errors.

9	Incorrect invoicing	Goods or services are over charged	Value for money not achieved	1	1	2	RFO checks invoices verse quotes and agreed amounts.	Existing procedures adequate.
10	Reporting and Auditing	Councillors unaware of councils finances	Decision making impaired	1	1	2	Bank statements and reconciliations are included with the agenda each month. Invoices are presented on the payment schedule and accepted and signed by two councillors at each meeting before payments are made. The clerk provides quarterly budget reports. These are approved by councillors and minuted at the meetings.	Existing procedures adequate.
11	Salaries	Paid incorrectly, wrong rate, wrong Tax & National Insurance	Impact for Clerk and council	1	1	2	Payroll services are used to cover the risks outlined.	Existing procedures adequate.
12	Workplace pension	Council not fulfilling duty	Noncompliance	1	1	2	The council have adopted a pension scheme and the required contributions are made each month.	Existing procedures adequate.
13	Employees	Loss of clerk	Difficulty in day to day running of the council	1	1	2	Council to ensure the clerk is working under good conditions and clear communication lines are established.	Existing procedures adequate.

14		Sudden unexpected loss of clerk	Access to key council documents and accounts	1	2	3	The Chair holds details to access Parish Council records and bank account. The Chair and councillors would cover the role until a replacement emergency clerk could be put into position.	A normal operating document will be produced containing regular responsibilities and passwords. The document will be password protected and will be held by the internal Financial Controller.
15		Fraud by staff	Reputation of the council	1	1	2	No cash is handled. Payments are approved by the full council at the meeting and reconciliations carried out each month as well as stringent Internal Control Measures.	Existing procedures adequate.
16	Election Costs	Risk of Election Costs	Every 4 years there could be an expense.	1	1	2	Known elections are budgeted for in the working reserves.	Existing procedures adequate.
17	VAT	Re-claiming	Money due to the council not received if not claimed in a timely manner	1	1	2	VAT is claimed at least every 6 months.	Existing procedures adequate.
18	Annual Return	Not submitted within the time limits	Reputation of the council	1	1	2	Annual Return is completed and submitted to an internal auditor for completion and signing it is then checked by the full council and signed by the Chair then sent to the External Auditor within the time limit.	Existing procedures adequate.

19	Legal Powers	Illegal activity or payments	Reputation of the council	1	1	2	All activity and payments within the power of the parish council to be resolved and minuted at parish council meetings.	Existing procedures adequate.
20	Minutes, Agendas and Statutory Documents	Accuracy and legality	Reputation of the council and legal	1	1	2	Minutes and agenda are produced in the prescribed method by the clerk and adhere to the legal requirements. Minutes are approved and signed at the next council meeting. Minutes and agenda are displayed according to legal requirements.	Existing procedures adequate.
21	Business Conduct	Business Conduct at Council Meetings is managed by the Chair.	Reputation of the council	1	1	2	Members adhere to the code of conduct. Guidance and training to Chair if required.	Existing procedures adequate.
22	Members Interest	Conflict of Interest	Reputation of the council and legal	1	1	2	The declaration interest is always on the agenda. Councillors are given the opportunity to update at every meeting.	Existing procedures adequate.
23	Insurance	Adequacy	A review takes place before renewal.	1	1	2	The asset register is kept up to date. Risk Assessments completed.	Existing procedures adequate.
24	Data Protection	Policy Provision	Council not compliant	1	1	2	Councillors and clerk adhere to data protection principles and legislation.	Clerk to attend Data Protection Course.
25	Freedom of Information Act	Policy Provision	Council unable to respond.	1	1	2	Bugbrooke Parish council is open in its provision of information when lawfully requested.	Model Publication scheme updated
PHYSICAL RISKS INCLUDING ASSETS								
1	Assets	Loss or damage	L	1	1	2	Annual review of assets is undertaken for insurance provision. Monthly inspections carried out by the councillors each month.	Clerk to ensure current asset list is provided as needed for the insurance.

2		Damage or theft of assets					Covered by comprehensive insurance policy which is reviewed annually and reassessed in line with changes in asset ownership. Policy Renewal date of 01/10/2027.	Approx. £270,000 of asset cover.
3		Risk to third parties	L	1	1	2	Assets fully insured. Annual inspection of play equipment carried out and additional inspection each month by councillors.	Ensure inspections are carried out.
4		Risk of injury to public & Financial Burden to the council.	L	1	2	3	Captains Close was acquired by the council in March 2025. The land has been untouched for over 10 years with no incidents. Users are asked to stick to the footpath. The PC has had tree inspection carried out and a vulnerable tree removed. Tree Warden to visually inspect following high winds, Tree Surgeon inspections every 3 years next one 2027. Ace Lane fence replaced in March 2026. Money should be earmarked for unexpected costs regarding the land ownership if work to the brook was required or unexpected tree or boundary work.	Ensure 2 yearly inspections and continued improvement work. Plan to work on the West End Wall before 2029. Build a Earmark reserve fund for Captains Close.
5	Maintenance of assets	Assets are worn out	L	1	1	2	All assets owned by PC are reviewed and maintained. Assets are maintained as required. All assets are insured and reviewed annually.	Existing procedures adequate.
6	Streetlights	Safety of lights and columns	L	1	1	2	All streetlights checked for electrical safety (2022 valid for 6 years) and are serviced and maintained by a competent contractor.	Existing procedures adequate. Next inspection due in March 2028.

7	Personal accident to members, staff and volunteers (Parish Environment Warden). Assault of staff or volunteer.	Accidents	L	1	1	2	Where the Parish Council undertakes activities and has assets that pose a risk to staff, councillors; volunteers or other third parties acting on behalf of the Parish Council; there is a formal Health and Safety Risk Assessment in place. Clerk is a “Lone Worker” for the majority of the time. Covered by personal accident and Employers Liability insurance.	Separate Health and Safety Risk Assessment prepared and reviewed annually. Clerk to create a 'Lone Working policy'
8	Legal	Legal liability as a consequence of asset ownership. Damage to third party property and/or personal injury.	L	1	1	2	Covered by Public Liability insurance. No premises owned or rented; play equipment and low risk street furniture – bus shelters; benches; bins; noticeboards etc in public areas that are inspected monthly by Councillors. Play equipment inspected annually by Registered Play Inspector. All street lights checked for electrical safety (2022 valid for 6 years) and are serviced and maintained by a competent contractor.	Public Liability cover currently £10 million. Level of insurance cover is reviewed annually.
9	Council Records - Paper	Loss through Fire or theft	L	1	1	2	Most records are now electronic. The Minutes up to April 2021 have been bound and are stored at Wootton Hall Records Office in Northampton.	Existing procedures adequate.
10	Council Records - Electronic	Loss through Fire or theft	L	1	1	2	Electronic records are stored via on online system based in the UK. Backups are taken at regular intervals and stored in the fire proof safe at the Parish Office. External Hard drive was purchased in 2022 and records backed up.	The external hard drive should be backed up monthly.

Signed Chair:____________________________

Signed Clerk:_________________________________

Review: 11th May 2026

Reviewed 12th May 2025

Reviewed: 10th March 2025

Reviewed: 13th May 2024

Reviewed: 15th May 2023

Reviewed: May 2022

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