

### Risk Management Register 2026

This document has been produced to enable the Parish Council to assess the risk of all of its functions, and to satisfy that it has taken adequate steps to minimise this risk. In conducting this exercise, the following process has been followed in accordance with Whalley Parish Council's Policy on Risk Management:

1. Identify the areas to be reviewed.
2. Identify what the risk might be, and whether this is High, Medium or Low (H/M/L).
3. Evaluate the management and control of the risk and record all findings.
4. Review, assess and revise the above steps on a regular basis.

<b>Financial &amp; Management</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Precept.	Adequacy of Precept.	L	Sound budgeting process in place to support the annual precept.	Review Annually
	Request not Submitted	L	Full Parish Council minute showing complete precept.	Review Annually
	Not paid by Borough Council	L	Checked and reported to full council. Paid by BACS. Reserves held.	Review Annually
Income	Cash handling	L	WPC have a policy not to handle cash. All income is paid direct. All bank receipts updated to cash book and reconciled monthly.	
Financial Records.	Inadequate records.	L	The Council complies with its Financial Regulations which set out the requirements based on the National Association of Local Councils model.	Review Annually.
	Financial irregularities.	L	An Internal audit is undertaken annually in February to comply with Section 4 of the Annual return. Auditor undertakes an assessment of compliance with relevant procedures and controls expected to be in operation during the financial year.	Review Monthly.
		L	WPC Accounting spreadsheet shows cash book transactions and highlights differences as errors.	
Investments.	Loss of bank deposits due to failure of financial institution.	L	Ensure the Council Investments are reviewed annually to keep risk to a minimum. Spread investments between more than one financial institution if necessary. Funds kept within the	Review Annually.  In times of economic instability increase monitoring.

Financial & Management				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
			Financial Compensation Scheme limits. Aim to not have more than 25% of annual precept in reserves.	
Reserves. General/ Earmarked	Inadequate to cover possible expenditure	L	Reserve levels considered and reviewed at Budget setting.	Review Annually.
Banking.	RFO/Councillors committing fraud.	L	All banking procedures or changes to accounts are agreed at Full Council Meetings. Payments authorised are set up by the clerk, approved at Full Council Meetings and paid either by cheque with two authorised signatures or online banking with two authorisations using the banks secure card authorisation codes. All banking transactions are dual controlled. There are 3 authorised signatures on the mandate.	Review Annual Meeting or if changes to bank mandate are necessary, i.e change of approved signatory Councillors.
	Parish Precept/public funds Reputation of Parish Council	L	Fidelity Insurance cover of £250,000 Finance Regs and Internal Audits in operation.	Review at Insurance renewal.
	Inadequate record keeping or reporting.	L	Account transactions and balances are to be reported in detail at every monthly meeting. Bank accounts are reconciled monthly and recorded on the minutes.	
Financial Reporting.	Inadequate Information Communication.	L	Latest financial situation (income, expenditure, and bank reconciliation) is reported at each Parish Council meeting.  Budgeting is tracked on a monthly basis.	
Direct Costs.	Goods supplied and not correctly invoiced.	L	The Council has Financial Regulations which set out requirements. At each Full Council meeting the list of proposed payments is supplied and authorised (with supporting invoices). Invoices are verified by Clerk/RFO, then checked and initialled by two authorised signatories before payment.	

<b>Financial &amp; Management</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
	Incorrect cheques/online payments.	L	Each payment is checked and entered online payments are set up by the clerk. Cheques require two authorised signatures and/or online banking requires dual authorisation before payment is released.	Review Bank Mandates at each Annual Meeting/Keep bank mandates up to date when changes within the Council occur.
Grants Payable.	Power to Pay.  Authorisation of Council to pay.	L  L	All grants requested to comply with the Grants Policy, with supporting documentation supplied.  Requests considered by Full Council dependent on the amount.  Grant/donation payments to be submitted, budgeted, and approved by full Council and minuted.  Payments made via S137 power of expenditure to be minuted and recorded accordingly.	
Grants Monies received.	Receipt of Grants.	L	Applications for such monies and successful bids to be reported to Full Council. Receipts are recorded in the cash book and monthly Financial Report.	
Best Value Accountability.	Contracts awarded incorrectly.	L	The Council has Financial Regulations which set out the requirements dependent on the value of the contract. Legislation under the Public Contracts Act 2015 to be complied with, with appropriate publication if necessary. When contracts are tendered, details of the process and successful applicant are awarded. This is recorded in the minutes.	
Project Management.	Overspend on contracts.	M	All contracts for goods and services to comply with the Financial Regulations and Public Contracts Act 2015.  Ensure correct tendering for services. Estimates obtained prior to precept if possible.	

Financial & Management				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
			<p>Expenditure on contracts (ie.Vale Gardens/Lengthsmen) is monitored and presented on the monthly financial report at the full Council meeting. Any decision to not tender services must be minuted where it would be applicable.</p> <p>Any potential overspends to be reported in the quarterly financial reports proposed.</p>	
Fraud.	<p>Council Clerk/Staff.</p> <p>Members Conflict of Interest.</p>	<p>L</p> <p>L</p> <p>L</p>	<p>Ensure references are taken for Clerk/RFO and any staff prior to commencement of employment.</p> <p>Declarations of interest updated at each Council meeting and minuted. Code of Conduct adopted and in place.</p> <p>Ensure insurance Fidelity Guarantee fit for purpose and requirements followed.</p> <p>Clerk/RFO/Staff/Cllrs to attend relevant training, to be provided with relevant reference books, access to assistance via LALC/NALC/RVBC.</p>	<p>Review Annually at renewal.</p> <p>Ensure training and development budget is in place to allow for this.</p>
VAT.	<p>Reclaim.</p> <p>VAT element not recorded on cashbook</p>	<p>L</p> <p>L</p>	<p>The Council has Financial Regulations which set out the requirements – VAT to be reclaimed at least every 6 months. RFO to ensure that VAT is monitored in monthly financial update.</p> <p>All items listed in cash book and VAT expenditure reported at every Council meeting.</p>	
Annual Return.	Failure to comply with deadlines.	L	<p>Clear instruction given by External Auditor. Comply with AGAR.</p> <p>Internal Audit carried out with clear terms of reference and suitability for purpose.</p> <p>Appointment of the internal auditor to take place in February each year.</p>	

Financial & Management				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
			Internal Audit report and Annual return accepted by resolution of Council, documentation signed and submitted to External Auditors to comply with deadline.  Notice of Public Rights published in accordance with guidance.	
Insurance.	Fit for Purpose.  Cost.  Compliance.  Fidelity Guarantee.	M  L  L  M	Asset register updated annually on disposal or purchase of assets, prior to annual renewal.  Seek and compare quotes.  Employers and Public Liability Insurance are a statutory requirement.  Ensure insurance Fidelity Guarantee fit for purpose.	Review Annually.
Assets.  Street Furniture.  Land & Surroundings  Tree Safety	Loss or damage.  Maintenance, fit for purpose.  Paths, trip hazards, broken seating, unsafe noticeboards, danger to public safety.  Being struck by fallen branches	M  M  L  L  M  M  M  M	Office equipment monitored on ongoing basis.  Monitoring of Street Furniture – bins/benches by Lengthsman on a regular basis. Vandalism reported to Police and Insurance Company.  Bench Policy in place and 3 Year Maintenance Schedule.  Memorial Bench Policy in place.  Church Grounds & Vale Gardens inspected regularly and maintained by contractors.  Tree surveys commissioned and works undertaken as advised.  Trees in Churchyard to be inspected annually.  Trees in Vale Gardens to be regularly inspected.  Regular monitoring of land/property WPC are responsible	Regular review.  Review every 3 years (next review 2024)  Review every 3 years (next review 2024)  Ongoing Review.  Annual Review.  Review every 2 years.  Ongoing review.

<b>Financial &amp; Management</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
	Risk of injury to life or serious damage to property or surroundings.		for by contractors, Cllrs, public and lengthsman.  Ongoing maintenance.  Close off hazardous areas if necessary.	
Accessibility and GDPR.	Policy on Privacy Website.	L	Explicit statement included on Website.	Review annually.
	Briefing Papers.	L	Data Officer – Clerk/RFO to circulate supporting documents with monthly agendas.	
	Accessibility.	L	Adopted 2019 Whalley Parish Council Publication Scheme in place.	
	Privacy breaches	M	ICO membership. Clerk to circulate to full council annually or at any time of change in legislation.	Annual Membership Renewal.
	Lack of knowledge.	M	Council to provide access to sufficient training.	

<b>Governance &amp; Management</b>				
<b>Subject</b>	<b>Risk Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Record Keeping.  Paper Records.	Loss through fire, theft, damage.	M  M	Paper records minutes, contracts stored at Clerks home address.  Paper records older than 3 years to be archived with LCC.	Review annually.
Electronic records.	Loss through fire, corruption or cyber crime.  Loss of information.  Privacy/Security.	M  M  L	Files held on Laptop owned by Whalley Parish Council accessed by the Clerk, held on M365 One Drive. Remote access available.  Files are backed up to Microsoft One Drive Business Account. Remote access available.	Review Annually.

		L	Laptop is fingerprint and code password protected. Code to be shared with Chair for access to Laptop if necessary and kept in a sealed envelope. Once opened the password should be changed for security reasons.  Website & email server with external IT support contracted out to Easyweb. Username and password protected.	
--	--	---	--	--

### Governance & Management

Subject	Risk Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Lack of forward planning and budgetary controls.	Lack of direction and prioritisation; insufficient funds to cover spend	L	Budget in operation and regularly reviewed.	Reviewed Annually November Budget Meeting.
Poor reporting to council.	Poor quality decision making.  Council becomes ill informed.	L	Timely and accurate financial reporting. Clear instructions to staff/Council.  Matters raised at meetings.	Annual Performance Review.
Poor document control.	Information not passed on in a timely manner. Deadlines missed. Lack of achievement.	L	Clear role descriptions	Annual Performance Review.
Failure to keep proper financial records in accordance with statutory requirements	Inadequate financial control.	L	Proper arrangements for the notification of income and approval of Expenditure.  Review of internal controls in place.  Internal auditor.	Reviewed Annually.
Failure to respond to electors' wish to right of inspection	Loss of confidence.  Loss of reputation.	L	Operating protocols set by Government & external auditor.	
Failing to ensure that all business activities are within legal power	Illegal expenditure	L	Recording in the minutes the precise power under which expenditure is being approved.	

Failure to ensure that the Council complies with the law/regulations.	Fines and Penalties from regulation bodies.  Loss of reputation.	L	Clear policies and procedures in place in line with law and regulations.  Regular review of law.  Training.	Annual Review of Council Policies.
Failure to provide proper, timely and accurate reporting of Council business in the minutes.	Confusion and misunderstandings.  Actions not reflecting the intentions of Council.	L  L	Draft Minutes published within 7 working days after the meeting.  Accuracy of minutes confirmed by full Parish Council at next meeting.  Minutes properly number referenced.	

### Governance & Management

Subject	Risk Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Council becomes dominated by one or two individuals.	Conflicts of interest. Pursuit of personal agendas. Decisions made outside Council.	L	Clear Standing Orders regarding conduct of meeting and conflict of interests.  Seek advice and Report to Monitoring Officer.	

### Management of the Cemetery

Subject	Risk Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Personal injury or damage to member (s) of the public or their property arising from defect (s) in property.	Claims for compensation and costs to the Committee in defending claims where appropriate.	L	Covered under Public Liability Insurance Policy – £10 million  Regular inspection and maintenance and prompt repair of any damage.  Periodic review of insurance cover and timely renewal.	Annual review of insurance policy  Regular inspections of grounds
Compensation claim by employee (or contracted person) in respect of injury sustained in the cause of his/her employment/engagement.	Claims for compensation and associated costs.	L	Potential liabilities, including costs, covered by insurance policy - £10 million in respect of employees.  Lengthsman/Contractors is required to take out suitable insurance as required by service contract.  Lengthsman/Contractors to complete Risk Management Assessment	Annual review of insurance policy  Review of Contract at renewal.  Quarterly site checks to ensure compliance with risk procedures.

			Forms as provided under LCC Risk Assessment and Safe Working Practices documentation.	
<b>Management of the Cemetery Grounds</b>				
<b>Subject</b>	<b>Risk Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Clerk/Registrar/Staff unable to work due to sickness or holiday	Inability to inter deceased	M	Procedures in place on how to inter deceased – arrange appropriate cover	
Damage to memorial stones erected at the Cemetery	Injury to public, as a result of failure to maintain memorials	M	Memorial safety inspection carried out in accordance with current regulations.  Strict adherence to Committee rules and notification to owners of required repairs. Where owners unable to be located, memorials repaired by Committee.	Annually
Reserves too low.	Reduction in Committee's financial resources.  Inability to deliver services.	L	Annual budget and monthly monitoring. Formal approval and costings for new services and /or projects whilst maintaining reserves in line with past practical experience.  New expenditure only undertaken where reserves allow.  Reserves maintained at level commensurate with expenditure commitments and historical experience.	Budget Annually  Monthly financial management
Loss of key personnel	Inability to operate and deliver services.	M	Ensure staff have adequate training, support and hours to undertake role to avoid stress, leading to sickness or early departure.  Regular back-up of files, records, information, as appropriate. Microsoft One Drive backs up on the cloud and multiple access is available.	Annually  One Drive Back ups.
Failure to comply with procedures for awarding contracts of goods and services.	Reduction in Committee's financial resources.  Inability to deliver services.	L	Adherence to Financial Regulations for awarding of contracts.  Ensure contractors can demonstrate appropriate risk assessment and insurances.	Annually  Contract Renewal