RUSHDEN AND WALLINGTON PARISH COUNCIL RISK REGISTER
MAY 2026

TOPIC	**RISK IDENTIFIED**	**MANAGEMENT OF RISK**	**ACTION REQUIRED AND BY WHOM**
Salaries	Wrong amount paid	Check Salary against the relevant Budget or minutes.	Bank Signatories to check
PAYE	Wrong amount paid, or not at all	Clerk to pay both together if applicable.	Bank Signatories to check
Direct Costs	Amount Paid is for the wrong amount.	Invoice to be presented with payment request to signatories	Clerk and Bank Signatories to check
Direct Costs	Amount Paid to wrong party.	Invoice to be presented with payment request to signatories. The Financial Regulations detail the test payment procedure if it is a new supplier.	Clerk and Bank Signatories to check
Grants Given	No power to pay	Minute Council decision and power used to pay	Clerk and Bank Signatories to note power used
Grants Awarded	What are the obligations of the PC	Grant acceptance must be approved by the PC with all known obligations made clear	Clerk, Chair and grant proposer to identify obligations
Reserves	May be insufficient	Review at Budget setting time	Clerk to prepare cash flow budget
Assets	Loss, damage etc	Maintain asset register and review asset condition periodically. Maintain adequate insurance.	All to observe on an annual basis.
Assets	Risk to third parties	Maintain adequate third-party liability cover	Clerk to check insurance cover annually and advise.
Staff	Fraud	Maintain adequate fidelity guarantee cover	Clerk to advise
Legal Powers	Illegal activity or payment	Education of Council	Clerk to advise
Financial Records	Inadequate records	Update on spend Vs budget to be given at each Parish Council Meeting. AGAR regulations to be followed. Internal audit to be carried out annually (External audit - only if requested)	Clerk, Councillors and Internal Auditor.
Meetings	Legality of meetings	Ensure meetings are called in time and to legal requirements especially in terms of notice and need.	Clerk to ensure and Chair to confirm.
Minutes	Accuracy and Legality	Review Minutes at next meeting and Chair to sign with copies to be retained.	Clerk to prepare and file.
Members' Interests	Conflict of Interests	Declarations of Interest to be reviewed and updated annually in line with new 2021 LGA code of conduct and minuted at each annual meeting.	Clerk

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Precept	Application not submitted / paid	Clerk to prepare application and put on agenda for approval. Clerk to check receipt of precept through bank statements and report to PC that Precept has been confirmed for payment.	Clerk
Insurance	Compliance with Insurance requirements to ensure cover is maintained	Understanding what is required to maintain insurance cover eg. Insurance cover for Parish Council Trees	PC to identify specific insurance requirements and Clerk to ensure understanding of Insurance policy requirements