

Weston Longville Parish Council

Risk Register

Item	Risk Probability	Risk Controlled	Last Review
Village Sign	Low	Formal annual inspection carried out by councilor with relevant portfolio.	Nov 2015
Parish Notice Board	Low	Visual inspection by Clerk when posting agendas, who will report any defect	Ongoing
Allotments	Low	Formal annual safety inspection carried out by councilor with relevant portfolio. Utilities not available on site.	Nov 2015
Parish Trees	Low	None owned by parish.	Nov 2015
Business Continuity - Risk of council not being able to continue its business due to an unexpected or tragic circumstance.	Medium	All current files and recent records are kept at the Clerk's home. The Clerk makes regular back-ups of files to an external hard drive. In the event of the Clerk being indisposed the Chairman to contact the Norfolk Association of Local Councils for advice. Chairman copied into all key email correspondence to ensure continuity.	Ongoing
Loss of money or goods caused by theft of employee i.e. fraud or dishonest	Low	Fidelity guarantee insurance provided by Parish Council insurance policy covers any Councillor, Clerk or employee.	May 2015

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		The Council has Financial Regulations that set out the requirements.	
Financial Records	Low	The council has Financial Regulations which set out the requirements.	May 2015
Bank and Banking	Low	<p>The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.</p> <p>Errors are checked for during the monthly bank reconciliation carried out by the clerk and the annual audit.</p>	May 2015