COLSTERWORTH AND DISTRICT PARISH COUNCIL

RISK REGISTER – EXCEPTION REPORT
Date: 27.10.2026

S = Statutory F = Financial R = Reputational O = Operational PO = Proper Officer/Clerk RFO = Responsible Financial Officer PC = Parish Council
Initial RAG: Start of new financial year due to new administration being in place and lack of previous documented controls
Target RAG: Ongoing process of review offering assurances from PO/RFO/Committees to full Council that risk controls put in place are effective
Current Status: "In process" = embedded in practice, policies and procedures, "Forward Agenda" = to be formulated and implemented to reported to Council as exception report

RISK	DESCRIPTION	RISKS	TARGET RAG	RISK CONTROLS	BY	Progress Notes	Current Status
(4)	Loss of Clerk due to sudden / long-term illness, incapacity or dismissal.	1. No access to the Clerk's computer records		1. Chair to have note of the Clerk's computer password in a sealed envelope. 2. Chair to have a copy of software log ins and passwords. 3. Chair to have a copy of important contacts. 4. Chair to have a hard copy of the Business Continuity Plan (BCP). 5. All Cllrs to have a copy of the Clerk's monthly checklist for all tasks. 6. Annual stress test for BCP/Clerk's monthly checklist. 7. Computer back up to the Cloud. 8. Any USB back up to be encrypted.	PO & Chair	Ongoing	**Clerk to take Maternity Leave 30th June 2026 to 31st October 2026 (return date provisional). Appointment made to position of Temporary Acting Clerk to cover leave period. Handover meetings 19th June and 29th June.** **Clerk handover Mon 2nd Nov. Both clerks will attend the Nov meeting.**

RISK REGISTER – EXCEPTION REPORT
Date: 27.10.2026

S = Statutory F = Financial R = Reputational O = Operational PO = Proper Officer/Clerk RFO = Responsible Financial Officer PC = Parish Council
Initial RAG: Start of new financial year due to new administration being in place and lack of previous documented controls
Target RAG: Ongoing process of review offering assurances from PO/RFO/Committees to full Council that risk controls put in place are effective
Current Status: "In process" = embedded in practice, policies and procedures, "Forward Agenda" = to be formulated and implemented to reported to Council as exception report

RISK	DESCRIPTION	RISKS	TARGET RAG	RISK CONTROLS	BY	Progress Notes	Current Status
(5)	To ensure compliance with Legislation, Council's Financial Regulations and Standing Orders and Code of Conduct.	**1.** Lack of knowledge of regulations and codes. **2.** Lack of uptake for training		1. Councillors to refer all matters through the Clerk for advice and guidance. 2. Ensure that all Councillors have handbook including Code of Conduct, Standing Orders, Powers and Duties, policies and procedures 3. Facilitate training for all Councillors. 4. Take advice from LALC and Solicitors as required.	PO All Councillors	In Process	
		1. Absence of standing orders		5. Review and ratify standing orders and scheme of delegation 6. Ensure there is an annual review	PO	In Process	
		2. Actions by the PC outside its powers as set out by Legislation		7. As at 1 above but ensure that powers are highlighted or extracted into effective summary.	PO	In Process	
		3. Lack of commitment to regulations and procedures.		8. Regular reference to appropriate regulations in agenda items. 9. Delegation of responsibilities to individual councillors.	PO Chair	In Process	
		4. Items purchased without proper tendering procedures, resulting in accusations of commercial favouritism		10. Financial Regulations and Scheme of Delegation identifying authority to act. 11. Introduce practice of estimates for all purchases over an agreed figure as recommended by the internal audit April 2017	PO	In Process	
		5. Payments made without prior approval and adequate control.		12. Ensure all payments are approved in Council meetings and recorded in minutes. 13. Keep cash payments to a minimum and avoid if possible.	PO/RFO F&A Committee	In Process	
		6. Lack of control of signatories to cheques		14. Keep authorised signatories to a minimum but consistent with practicalities. 15. Introduce electronic banking and BACS	PO/RFO	In Process	
		7. VAT not properly accounted for, resulting in over-claims and large demands from HMRC.		16. Ensure appropriate publications held and that Clerk has good knowledge of regulations.	PO/RFO	In Process	

RISK REGISTER – EXCEPTION REPORT
Date: 27.10.2026

S = Statutory F = Financial R = Reputational O = Operational PO = Proper Officer/Clerk RFO = Responsible Financial Officer PC = Parish Council
Initial RAG: Start of new financial year due to new administration being in place and lack of previous documented controls
Target RAG: Ongoing process of review offering assurances from PO/RFO/Committees to full Council that risk controls put in place are effective
Current Status: "In process" = embedded in practice, policies and procedures, "Forward Agenda" = to be formulated and implemented to reported to Council as exception report

RISK	DESCRIPTION	RISKS	TARGET RAG	RISK CONTROLS	BY	Progress Notes	Current Status
(4)	To identify and regularly review the Council's priorities	1. Lack of knowledge of setting objectives, setting priorities, and identifying risks to their achievement.		1. All councillors to be made aware of need for objectives and identification of risk. 2. Implementation of Committees to consider priorities for recommendations to full Council	PO Chair Chairs of Committee All Cllrs	In Progress	
		2. Lack of commitment by council members		3. Attend training sessions if practicable.	All Cllrs	In Process	
		3. No risk analysis carried out.		4. Add risk assessment to agenda at least quarterly, reviewing particular items, and results against those items. Ensure that completion of the risk assessment is given high priority, as a requirement of the Audit Commission	PO	Projects to be added to risk assessment.	
		5. No steps taken to combat identified risks		6. As at 1 above.	PO	In Process	
(4)	To influence other council departments and Government organisations to fulfil the requirements of the Parish population.	1. Lack of effective lines of communication with other organisations		1. Note all communication lines which are essential or beneficial and make information available to all councillors. 2. Establish contacts by name and where possible face-to-face	PO Chair	In Process	
		2. Lack of effective lines of communication with parishioners		3. Take every opportunity to publicise role of Parish Council. 4. Create Parish newsletter if none exists. 5. Use Notice Boards and "flyers". 6. Use key issues to raise profile of PC and to test parishioners' views. 7. Add social event to occasional meeting. 8. Create Annual PC plan and put to parishioners for comment	PO Chair		

RISK REGISTER – EXCEPTION REPORT
Date: 27.10.2026

S = Statutory F = Financial R = Reputational O = Operational PO = Proper Officer/Clerk RFO = Responsible Financial Officer PC = Parish Council
Initial RAG: Start of new financial year due to new administration being in place and lack of previous documented controls
Target RAG: Ongoing process of review offering assurances from PO/RFO/Committees to full Council that risk controls put in place are effective
Current Status: "In process" = embedded in practice, policies and procedures, "Forward Agenda" = to be formulated and implemented to reported to Council as exception report

RISK	DESCRIPTION	RISKS	TARGET RAG	RISK CONTROLS	BY	Progress Notes	Current Status
		3. Lack of preparation on subjects requiring influence		9. Ensure all councillors are aware of need for careful research and are guided as to where to obtain relevant information	PO Chair		
		4. Lack of confidence by Parish Councillors		10. As at 1 above. 11. Experienced councillors to assist newcomers to establish essential contacts. 12. Delegate responsibility for specific contacts to individual councillors	PO/RFO Chair		
(1)	To ensure that all councillors are aware of their responsibilities, and possible liabilities, and to provide adequate insurance cover for all possible risks	1. Lack of knowledge of possible culpability of councillors		1. Creation of standing orders and familiarisation with those where greatest risk occurs	PO	In Process	
		2. Lack of education of Councillors regarding culpability		2. As at 1 above. Delegate responsibility to one or two councillors to assist newcomers to understand culpability. 3. Attend any training courses available	PO Chair Cllrs	In Process	**MINOR REPAIRS** Cllrs are covered by the PC's Public Liability Insurance for making repairs to play areas equipment and other general repairs.
		3. Inadequate insurance cover taken out – property, personal liability, employer's liability		4. Review risk assessment by including on agenda at least quarterly	PO F&A Cllrs	In Process	
(1)	To keep appropriate books of account	1. Lack of knowledge of accounting requirements		1. Ensure all councillors are familiar with current financial regulations and include them in the council's Standing Orders. 2. Regularly review Standing Orders.	PO/RFO Chair	In Process	

RISK REGISTER – EXCEPTION REPORT
Date: 27.10.2026

S = Statutory F = Financial R = Reputational O = Operational PO = Proper Officer/Clerk RFO = Responsible Financial Officer PC = Parish Council
Initial RAG: Start of new financial year due to new administration being in place and lack of previous documented controls
Target RAG: Ongoing process of review offering assurances from PO/RFO/Committees to full Council that risk controls put in place are effective
Current Status: "In process" = embedded in practice, policies and procedures, "Forward Agenda" = to be formulated and implemented to reported to Council as exception report

RISK	DESCRIPTION	RISKS	TARGET RAG	RISK CONTROLS	BY	Progress Notes	Current Status
	accurately and up-to-date throughout the financial year			3. Appoint separate RFO (perhaps a councillor) to ensure another line of responsibility for financial management.			
		2. Lack of commitment to accounting requirements		4. As at 1 above. 5. RFO to produce financial reports at all meetings. 6. Internal audit reports to be made available to all councillors and any recommendations to be acted upon promptly.	PO/RFO Chair F&A	In Process	
		3. Bank charges unnecessarily incurred		7. RFO to carry out regular inspection of books of account. 8. Internal audit to be undertaken periodically during the current financial year	PO/RFO	In Process	
		4. Inaccuracies in recording amounts and totals in books of account. Bank reconciliations not carried out		9. RFO to ensure that books of account are formatted in such a way that internal controls are included and activated. 10. Regular internal audits to advise on internal controls required	RFO F&A	In Process	
		5. Inaccuracies and interest losses caused by account transfers		11. Keep number of accounts to a minimum but ensure that any large credit balances are deposited in an interest-bearing account. 12. Ensure accounts are reported accurately to Council	RFO F&A	In Process	
		6. The most beneficial interest terms not being employed		13. Ensure that favourable interest rate is obtained in deposit accounts and review against alternatives but bearing in mind the risks in changing accounts	RFO	In Process	
		7. Inadequate control of cash receipts and payments		14. Avoid cash payments and receipts if possible. 15. Where cash payments and receipts are unavoidable use a properly controlled petty cash account with a set maximum balance.	RFO	In Process	

RISK REGISTER – EXCEPTION REPORT
Date: 27.10.2026

S = Statutory F = Financial R = Reputational O = Operational PO = Proper Officer/Clerk RFO = Responsible Financial Officer PC = Parish Council
Initial RAG: Start of new financial year due to new administration being in place and lack of previous documented controls
Target RAG: Ongoing process of review offering assurances from PO/RFO/Committees to full Council that risk controls put in place are effective
Current Status: "In process" = embedded in practice, policies and procedures, "Forward Agenda" = to be formulated and implemented to reported to Council as exception report

RISK	DESCRIPTION	RISKS	TARGET RAG	RISK CONTROLS	BY	Progress Notes	Current Status
		8. Books of account not kept up to date/ invoices not posted promptly.		16. Regular checks by RFO and internal auditor. 17. Financial reports at all PC meetings	RFO F&A	In Process	
		9. Internal controls not in place or not operated.		18. Internal audit to be undertaken periodically during the current financial year	RFO F&A	In Process	
		10. Payments missed or delayed due to Clerk taking ill or leaves without replacement		19. Appointing separate RFO allows a further individual to be familiar with all aspects of financial matters	RFO Full Council	In Process	
(4)	To ensure that payments made from council funds and the use of assets, represent value for money, are adequately managed, and comply generally with the wishes of the residents	1. Lack of knowledge of wishes of residents		1. As at (**3).**2 2. Ensure residents are consulted on all major financial issues	RFO F&A E&A H&F	In Process	
		2. Use of funds not giving value for money		3. Effective budget planning processes. 4. Creation of annual plan after consultation process. 5. Creation of outline 2/3 year plan	RFO F&A E&A H&F	In Process	
		3. Use of funds not in accordance with the wishes of the residents.		6. As at 2 above. 7. RFO to create effective financial management. 8. Internal audit checks to cover consultation process	RFO F&A	In process	
		4. Charges for use of facilities and services inadequate		9. Effective financial management by RFO. 10. Internal audit checks	RFO F&A	In Process	
		5. Fund raising/grant applications not properly controlled		11. All councillors to be aware of need to check regulations before commencing fund-raising activities.	RFO F&A	Projects are ongoing and monitored.	

RISK REGISTER – EXCEPTION REPORT
Date: 27.10.2026

S = Statutory F = Financial R = Reputational O = Operational PO = Proper Officer/Clerk RFO = Responsible Financial Officer PC = Parish Council
Initial RAG: Start of new financial year due to new administration being in place and lack of previous documented controls
Target RAG: Ongoing process of review offering assurances from PO/RFO/Committees to full Council that risk controls put in place are effective
Current Status: "In process" = embedded in practice, policies and procedures, "Forward Agenda" = to be formulated and implemented to reported to Council as exception report

RISK	DESCRIPTION	RISKS	TARGET RAG	RISK CONTROLS	BY	Progress Notes	Current Status
		or not in accordance with regulations.		12. Effective financial management by RFO			
(1)	To explore all possible sources of income and ensure that expected income is fully received	1. Lack of knowledge of possible sources of income e.g. grants. 2.		1. PO/RFO to work with committee chairs to gain experience of all grants available and application procedures.	PO/RFO F&A E&A H&F	In Process	
		3. Lack of commitment to pursue possible sources of income		2. As at 1 above	PO/RFO F&A E&A H&F	In Process	
		4. Receipts not banked or not banked promptly		3. Regular checks by F&A Committee. 4. Internal audit checks	RFO F&A	In Process	
		5. Debts not pursued promptly.		5. As at 3 above.	RFO	In Process	
		6. VAT claims not made promptly or made incorrectly.		6. Ensure Clerk has appropriate and up-to-date VAT official publications. 7. Regular checks by RFO. 8. Internal audit checks	RFO	In Process	
(1)	To ensure that the annual precept requirement results from an adequate budgetary process; progress against the	1. Lack of knowledge of budgetary process, and of Council		1. Include regulations in Standing Orders issued to all councillors. 2. Place item on agenda early in year to remind councillors of budget process and actions required. 3. Delegated responsibility for managing initial budgetary process to RFO	RFO Chair	In Process	
		2. Lack of commitment to budgetary process		4. As at 1 above 5. Involve all councillors in budgetary process	RFO Chair	In Process	

RISK REGISTER – EXCEPTION REPORT
Date: 27.10.2026

S = Statutory F = Financial R = Reputational O = Operational PO = Proper Officer/Clerk RFO = Responsible Financial Officer PC = Parish Council
Initial RAG: Start of new financial year due to new administration being in place and lack of previous documented controls
Target RAG: Ongoing process of review offering assurances from PO/RFO/Committees to full Council that risk controls put in place are effective
Current Status: "In process" = embedded in practice, policies and procedures, "Forward Agenda" = to be formulated and implemented to reported to Council as exception report

RISK	DESCRIPTION	RISKS	TARGET RAG	RISK CONTROLS	BY	Progress Notes	Current Status
	budget is regularly monitored; and reserves are appropriate	3. Inadequate consideration of requirements for annual precept		6. Place item on agenda early in year to remind councillors of budget process and actions required. 7. Delegated responsibility for managing initial budgetary process RFO. **8.** Start consideration of need at least 4 months prior to submission date**.**	RFO Chair	In Process	
		4. Calculation not in accordance with Council regulations		9. Create annual and quarterly plans to assist in process. 10. Checks by RFO and Internal Auditor.	RFO	In Process	
		5. Inadequate internal controls with regard to monitoring expenditure		11. Checks by RFO and Internal Auditor. 12. Financial and budget progress reports to all PC meetings	RFO F&A	In Process	
		6. Reserves too low		13. As at 5 above	RFO F&A	In Process	
(1)	To ensure that salaries and expenses paid to employees and amounts paid to contractors are paid in line with council regulations, and are adequately monitored	1. Inappropriate rate of pay to employees.		1. Ensure employee regulations are available and understood by Clerk. 2. Checks by RFO. 3. Internal audit checks.	PO/RFO	In Process	
		2. Tax and NI arrangements not in accordance with regulations.		4. As at 1 above	PO/RFO	In Process	
		3. Amounts paid to contractors not in accordance with contract and inadequately monitored		5. Internal audit checks. 6. Checks by RFO. 7. F&A to monitor contract work carried out	PO/RFO F&A	In Process	

RISK REGISTER – EXCEPTION REPORT
Date: 27.10.2026

S = Statutory F = Financial R = Reputational O = Operational PO = Proper Officer/Clerk RFO = Responsible Financial Officer PC = Parish Council
Initial RAG: Start of new financial year due to new administration being in place and lack of previous documented controls
Target RAG: Ongoing process of review offering assurances from PO/RFO/Committees to full Council that risk controls put in place are effective
Current Status: "In process" = embedded in practice, policies and procedures, "Forward Agenda" = to be formulated and implemented to reported to Council as exception report

RISK	DESCRIPTION	RISKS	TARGET RAG	RISK CONTROLS	BY	Progress Notes	Current Status
(1)	To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail	1. Lack of knowledge of Council regulations and procedures		1. Include financial regulations in Standing Orders. 2. Attend training seminars where available. 3. Include a time table in Standing Orders/Committee terms of reference	RFO F&A	In Process	
		2. Late or non-submission of annual accounts		4. RFO to monitor progress against timetable and report to PC meetings.	RFO F&A	In Process	
		3. Year end accounts not prepared, inaccurate, or not in accordance with Council requirements		5. Checks by RFO. 6. Internal audit checks	RFO F&A	In Process	
		4. Inadequate audit trail from records to final accounts		7. As at 4 above	RFO F&A	In Process	
(1)	To identify, value, and maintain all the assets of the Parish Council, and ensure that asset and investment registers are complete, accurate and properly maintained	1. Lack of knowledge of assets of Parish Council.		1. Ascertain and record all assets for which Parish council is responsible. 2. Create permanent asset register.	PO	In Process	
		2. Assets lost or misappropriated		3. Establish who is responsible for security and maintenance of each asset. 4. Identify appropriate Committee responsible for regular monitoring of location and use of assets falling under its remit	PO F&A E&A H&F	In Process	**Old Post Lane Cemetery Extension Agenda item September 2025.73** Conditional planning permission received April 2026. Applied for variance of conditions Oct 2026.

RISK REGISTER – EXCEPTION REPORT
Date: 27.10.2026

S = Statutory F = Financial R = Reputational O = Operational PO = Proper Officer/Clerk RFO = Responsible Financial Officer PC = Parish Council
Initial RAG: Start of new financial year due to new administration being in place and lack of previous documented controls
Target RAG: Ongoing process of review offering assurances from PO/RFO/Committees to full Council that risk controls put in place are effective
Current Status: "In process" = embedded in practice, policies and procedures, "Forward Agenda" = to be formulated and implemented to reported to Council as exception report

RISK	DESCRIPTION	RISKS	TARGET RAG	RISK CONTROLS	BY	Progress Notes	Current Status
							Community Car Park Discussions on-going in the community.
		3. Inadequate or inaccurate valuation of the council's assets.		5. Arrange for periodic review of valuations and arrange for professional valuation where necessary. 6. Internal audit checks	PO	In Process	
		4. Asset register not established or inadequately maintained.		7. Create asset register in accordance with Audit Commission requirements	PO	In Process	
(12)	To comply with appropriate Government legislation regarding disability, racial equality, safeguarding children etc	1. Lack of knowledge of applicable legislation		1. Clerk to have all appropriate legislation available. 2. Review liabilities and responsibilities periodically at PC meetings.	PO Chair	In Process	
		2. Lack of public awareness of applicable legislation.		3. Include, as appropriate, in any public consultations.	PO	In Process	
		3. Failure to comply with applicable legislation.		4. As at 1 above	PO Chair	In Process	
(4)	To carry out adequate safety checks on all buildings, properties, and equipment for which the	1. Lack of information on properties, buildings and equipment		1. Ensure that all current legislation and advice is held by Clerk. 2. Include in asset register all properties for which PC is responsible.	PO	In Process	**Nature Trail** Discussed at F&A Meeting 30.10.2025. Monitor Ash Die back and maintenance of railings. Report of overhanging branches and

RISK REGISTER – EXCEPTION REPORT
Date: 27.10.2026

S = Statutory F = Financial R = Reputational O = Operational PO = Proper Officer/Clerk RFO = Responsible Financial Officer PC = Parish Council
Initial RAG: Start of new financial year due to new administration being in place and lack of previous documented controls
Target RAG: Ongoing process of review offering assurances from PO/RFO/Committees to full Council that risk controls put in place are effective
Current Status: "In process" = embedded in practice, policies and procedures, "Forward Agenda" = to be formulated and implemented to reported to Council as exception report

RISK	DESCRIPTION	RISKS	TARGET RAG	RISK CONTROLS	BY	Progress Notes	Current Status
	council is responsible						concerns with Ash Dieback 29/07/2026 Tree survey recommended summer 2025 not as yet carried out. February PC Meeting – Orientation board project designated 'Phase 2'. Working Group to update. **PLAY AREA SAFETY CHECKS** **Woolsthorpe Road Play Area** Missing railings replaced 05.26 Broken swing seat recorded 22.05.26. Replacement installed 17.06.26. Volunteers in place to carry out checks during clerk's leave.

RISK REGISTER – EXCEPTION REPORT
Date: 27.10.2026

S = Statutory F = Financial R = Reputational O = Operational PO = Proper Officer/Clerk RFO = Responsible Financial Officer PC = Parish Council
Initial RAG: Start of new financial year due to new administration being in place and lack of previous documented controls
Target RAG: Ongoing process of review offering assurances from PO/RFO/Committees to full Council that risk controls put in place are effective
Current Status: "In process" = embedded in practice, policies and procedures, "Forward Agenda" = to be formulated and implemented to reported to Council as exception report

RISK	DESCRIPTION	RISKS	TARGET RAG	RISK CONTROLS	BY	Progress Notes	Current Status
							Squeaking see-saw. Should the equipment be re-painted? **Old Post Lane** Springs on the gates need replacing – reported 03/07 Springs replaced 13/08 2026. Outside gully full of debris 03.07.26 Checked 01.09.26 and stream seems to be flowing okay. Wobbly handle on the 4-seat rocker reported 13/08/26. Inspected and will need a specialist to fix. Quote received for £166 + VAT Contractor will attend to repair soonest. Benches need revarnishing. Contractor

RISK REGISTER – EXCEPTION REPORT
Date: 27.10.2026

S = Statutory F = Financial R = Reputational O = Operational PO = Proper Officer/Clerk RFO = Responsible Financial Officer PC = Parish Council
Initial RAG: Start of new financial year due to new administration being in place and lack of previous documented controls
Target RAG: Ongoing process of review offering assurances from PO/RFO/Committees to full Council that risk controls put in place are effective
Current Status: "In process" = embedded in practice, policies and procedures, "Forward Agenda" = to be formulated and implemented to reported to Council as exception report

RISK	DESCRIPTION	RISKS	TARGET RAG	RISK CONTROLS	BY	Progress Notes	Current Status
							notified. Work completed. **Little Legs** Broken gate reported July 2026. Mended 13/08 2026 Gate springs need to be tightened. Completed 25/09/26
		2. Lack of knowledge of safety requirements		3. Ensure that all current legislation and advice is held by Clerk. 4. Place subject as item on PC meeting agenda at regular intervals.	PO Chair	In Process	
		3. Lack of commitment to carrying out safety checks.		5. As at 2 above. 6. Delegate responsibility for supervision of particular properties to individual Committees reporting back to council for any action	PO Chair F&A E&A H&F	In Process	

-End-