



**COLSTERWORTH AND DISTRICT PARISH COUNCIL**

**RISK REGISTER – EXCEPTION REPORT**

**Date: 31.10.2023**

**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 a 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	In Progress	
(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	

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		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	
(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	<b>Tree Survey could not be completed in June, this will be completed in the Autumn 2023.</b>

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							Survey to be completed on the Nature Trail as per the quote on 27 <sup>th</sup> June by East Midlands Tree Surveys LTD. SK Prosperity Fund URN 1048 Grant Application Successful for £1,200. Agreement signed and returned to SKDC. Awaiting funds to be deposited in the PC Bank Account.  Ash Die Back is visible on the Nature Trail. Agenda item on PC meeting 07/03/2023 to apply for a Grant of £1,200 form

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							the South Kesteven Prosperity Fund towards a Tree Survey.  <u>War Memorial</u>  Awaiting outcome of FCC Grant application 13/12/2023  04/09/2023: 3 x Tenders Received. PC Meeting 05/09/2023 Resolved to: - 1) Apply for FCC Grant using £33,380.45. 2) Agreed the Third-Party Contributor contribution amount of 10.75% of the chosen tender. Subject to the FCC application

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							being successful. 3)Third -Party Contribution of £3,588.40.  4)Resolved for the Clerk to be the authorized signatory.  Other Grant opportunities are being investigated.  PPIY quote received 19.06/2023 1. Act as Contract Administrator (administer the contract) and Principal Designer for the project. 2.Sign off the works on completion.  Fixed fee of £2287.00 plus VAT (current rate 20%).

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							The previous architects PPIY have been engaged again.  S21/1796 Planning Permission expires October 2024  Resolution 2022.170.3: April 2023 Resolve for the Parish Council to submit grant applications in their name as the Custodian and Authority who have the Powers to support the restoration project and subsequently re-claim any VAT on any project costs.  Resolution 2023.13.2: May 2023

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							<p>Resolve that the Parish Council supports a grant application from Colsterworth Festival of Remembrance (CFoR) to pledge in reserves up to £3,500 so that grant applications can be taken forward and the extent of additional fundraising required can be quantified.</p> <p>It was agreed at the December 2022 PC meeting for Cllr T Neale to start a dialogue with Colsterworth Festival of Remembrance (CFoR) to investigate a</p>

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							working partnership to support the restoration of the War Memorial.
		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	Change in legislation due to COVID-19 to hold remote meetings.	
		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	Change in legislation due to COVID-19 to hold remote meetings. Not all Parishioners have access to technology.	
		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		



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		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	
		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 accurately and up-to-date throughout the financial year	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. 3. Appoint separate RFO (perhaps a councillor) to ensure another line of responsibility for financial management.	PO/RFO Chair	In Process	
		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	

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		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	
		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	

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		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 or not in accordance with regulations.		11. All councillors to be aware of need to check regulations before commencing fund-raising activities. 12. Effective financial management by RFO	RFO F&A	Projects are ongoing and monitored.	
(1)	To explore all possible sources of income and	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	

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	ensure that expected income is fully received	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 budget is regularly monitored; and reserves are appropriate	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	
		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	

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		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	
(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	

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(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	
		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 council is responsible	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	Allotments Gate post re-attached. Following the allotment inspection, notice has been given

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							by tenants of 5 half allotments. Currently being tidied up for handover to waiting list.  <u>Play Areas Annual Inspection</u>  Findings to be discussed at the PC Meeting 07/11/2023
		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	

