Spooner Row Community Council
RISK ASSESSMENT & MANAGEMENT

Risk Register

Asset Risks

Item	Risk Probability	Risk Controlled	Last Review
Community & Physical Assets Assets stolen or missing Assets damaged	**Low**	Asset Register maintained and items reviewed, - regular visual inspections. Damaged asset disabled or made safe and repaired without unnecessary delay. Loss or stolen assets reported to the police and a insurance claim considered	
Playing Field	Low	Monthly checks on all equipment, field and ditches and annual ROSPA full check to play equipment. Check sheets retained	March 2026
Trees (all sites)	Low	18 month lustrum checks by qualified inspector at playing field, 3 years at other sites. Monthly checks by Clerk at all sites. Follow Green Space policy for weather events. Respond to residents who alert the council of issues	March 2026
Woodland	Low	Loss of life due to drowning. Life ring in place and signs stating ‘deep water’. Monthly checks	March 2026
Eleven Mile Lane Field	Low	Monthly checks for unauthorized use, and fly tipping.	March 2026
Parish Notice Boards	Low	Visual inspection by Chair monthly when posting agendas. Removal of libelous posters.	March 2026

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Sam 2 Device	Low Med	Failure to capture data. Routine inspection each time it is moved to assess that the data is being captured. Service or replace batteries that are no longer functional. Injury when moving the device. Follow manufacturers guidance in respect to handling.	
Defibrillator – not working	Medium	Regular check schedule of pads etc with host resident. Registered with The Circuit, who notify the Clerk if it is used, so new pads can be purchased.	Feb 2026
Bleed kit – missing	Medium	Theft, or use. Determine by council to replace.	Feb 2026

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Financial and Business Risks			
Risk of Council being unable to conduct business due to unexpected circumstance concerning key personnel/equipment/records	Medium	All current files and recent records are kept at the Clerk's home. Electric records are all stored on the cloud. In the event of the Clerk being indisposed the Chairman to contact the Norfolk Association of Local Councils or Norfolk Parish Training 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 dishonesty	Low	Fidelity guarantee insurance provided by Parish Council insurance policy covers any Councillor, Clerk or employee. No Petty Cash or Float held Internal Controls in place to monitor financial systems, which are reviewed annually. The Council has Financial Regulations that set out the financial risk management. Annual audit of the accounts is carried out by an external appointee.	Insurance Yearly Ongoing March 2026 March 2026 May 25

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Loss of records	Low Medium Low	All invoices uploaded to shared area for all councillors to inspect, payment list is signed by the chair – this is uploaded to the shared area. Bank statements/downloaded summaries are presented to Parish Council meetings. Refusal to hand over/return original documents, Retrieval of council documents will be requested then on resolution by council documented and legal advice sought. Loss of electronic records through theft, fire, damage or corruption of IT Electronic records are stored on the Council computer and Cloud password protected.	March 2026
Adequacy of Precept / Budget Setting	Medium	To determine precept amount required, Council reviews budget requirements in November Parish Council Meeting. Copy of submitted precept request uploaded online and included in the monthly meeting papers Councillors receive monthly spend against budget reports at each meeting. This information, together with estimates/quotes for the ensuing year, enables the Council to estimate its annual precept in order to cover its expenses/requirements. Precept paid by BACS into Council's account in April & September.	December 2025

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Financial Records	Low	The council has Financial Regulations and Internal Controls which set out the requirements. These are reviewed annually	March 2026
Bank and Banking	Low	The Council has Financial Regulations which set out the requirements for banking, BACS, cheques and reconciliation of accounts. All payments require two signatories / online sign-offs. Errors are checked for during the monthly bank reconciliation carried out by the clerk, the 6-monthly check by the scrutineer, and the annual audit. The Internal Auditor is given access to all systems and financial paperwork to ensure compliance. Scribe is used for accounting	March 2026
VAT not reclaimed.	Low	VAT is calculated by Scribe and is auto generated at the end of the year. 3 year window. Internal Auditor as back	March 2026
HMRC/Pension Provider responsibility not maintained	Low	Using an external provider for Pension. Moving towards all correspondence by email - responding to emails	March 2026
Unauthorized use of the payment card	Low	Payment card is kept separate from the PIN.	March 2026

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Statutory Requirements	Low	Minutes and agendas are produced by the Clerk and adhere to legal requirements. Minutes and agendas are displayed and published in accordance with legal requirements. Minutes are approved and signed at the next Council meeting Transparency Code 2015 requirements are adhered to	Ongoing
Data Protection - (Disclosure of personal information / Risk to reputation / Risk of fine or compensation / Staff time (lost) in resolving issues)	Low	Data protection policy in place which is reviewed every two years. Information audit, reviewed annually. Clerk and councillors aware of their obligations. Clerk attended training ICO subscription held Clerk and councillors aware of their obligations. Clerk completed training ICO membership held	Ongoing

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Loss of Personnel (Clerk & Councillors - Permanent or Temporary)	High	Lack of continuity Disruption of Service Loss of Information Chair to act as go between and assess the situation in case of sickness Council offer training and support. Council to assess for self-management or seek locum support from Norfolk ALC or NPTS in respect of loss of clerk. Clerk to inform District Council if permanent Councillor loss leaves the Council inquorate	Ongoing
Personal Accident to Councillor or Clerk .	Mid	Loss of reputation and cost. Endeavour to follow workplace guidance and act sensibly Libel & Slander claim. Avoid public statements and ensure all council representations are via the Clerk Industrial Tribunal / Constructive dismissal claim. Legal expenses accrued	Ongoing
Challenge to external Audit	High	Unable to pay the fee and additional clerks hours . Suspend all projects and use reserves.	Ongoing