



# Castlethorpe Parish Council

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# Risk Register

This document is the Risk Register of Castlethorpe Parish Council as documented in the Risk Management Strategy

Ref	Area	Specific Risk Area	Potential Consequence	Probability	Outcome	Score	Controls in Place	Further Action	Implementation / Check
1	Assets	All Buildings	Building rendered wholly or partly unusable due to fire, flood, infestation or other event	2	5	10	Effective insurance, fire systems and maintenance checks in place	Regular reviews	Annual review of insurance, 6 monthly fire safety checks
2	Assets	Bus shelters	Building rendered wholly or partly unusable due to fire, flood, infestation or other event	1	1	1	Bus shelters are cleaned regularly with any issues reported	Continue to review and identify any issues early	Cleaned and checked monthly
3	Assets	Picnic tables, plant troughs, posts & chains	Damaged items could cause injury to public	2	2	4	Regular checks in place	Continue with regular checks and identify any issues early	Checked monthly
4	Assets	Notice boards, information boards, village signs	If items were to fall, could cause injury to public	1	2	2	Regular checks in place and older units replaced	Continue with regular checks and identify issues early	Checked monthly
5	Assets	Play equipment in recreational parks	Worn or broken equipment could cause injury to public	4	4	16	Covered by MKCC and inspected 2 weekly. Public report issues to Clerk	Report any sign of wear and tear to MKCC quickly	Checked fortnightly by MKCC
6	Assets	Climbing wall	Worn or broken equipment could cause injury to public	3	4	12	Regular checks in place	Continue with regular checks and identify issues early	Checked monthly
7	Assets	Outdoor gym equipment	Worn or broken equipment could cause injury to public	3	4	12	Regular checks in place	Servicing of equipment due in 2025/26	Checked monthly
8	Assets	Ride on mower	Loss of equipment due to damage, theft or other unexpected event	4	4	16	Training given on use and cleaning of mower after each use. Groundsman to report any issues to Clerk	Service due Autumn 2025	Checked after each use, weekly during summer months.
9	Assets	ICT systems, including network, backup, mobiles and associated systems	Loss of systems due to damage or theft of equipment, breach of security, loss of data or inappropriate use of data	2	4	8	Secure server with associated back up in place, data protection/GDPR policies in place	Ensure back ups are performed regularly. Review policies regularly	Regular systems checks. Policies reviewed annually
10	Clerk	Unable to work due to illness, resignation or suspension	Financial impact on council, inability to deliver agreed services	1	4	4	Locum clerk	Continue working relations with neighbouring clerks	As required

11	Finance	Loss of monies through theft, fraud or dishonesty	Financial loss, potentially to a level that would impact on the viability of the council	2	4	8	Robust financial policies in place, three signatories required for bank transactions, spend published monthly	Continue to monitor regularly	Annual review of finances, signed off by internal and external auditor
Ref	Area	Specific Risk Area	Potential Consequence	Probability	Outcome	Score	Controls in Place	Further Action	Implementation / Check
12	Finance	Investments over £50,000	Financial loss, potentially to a level that would impact on the viability of the council	1	4	4	Investments held in accounts covered by bank's guarantee	Ensure capital is not at risk when investing	Annual review of finances, signed off by internal and external auditor
13	Finance	Insurance	Insurance is insufficient or inappropriate, leading to lack of suitable coverage – public, employees are otherwise	1	5	5	Insurance is reviewed annually to ensure suitability and specialist insurance used	Review annually	Annually
14	Finance	Non compliance with regulatory financial providers / Inland Revenue	Financial loss (e.g. VAT claims,), HMRC NI fines	1	4	4	VAT return submitted quarterly, reviewed by auditor	Review annually	Annually
15	Finance	Appropriate income levels	Financial loss	2	4	8	Hirers of village hall and advertisers invoiced quickly, full schedule reviewed when budget setting	Review annually	Annually
16	Finance	Setting a realistic budget and precept request	Financial loss, impact on service provision and residents	2	4	8	Robust budget setting with Finance Committee and Full Council	Monthly review enabling effective planning	Monthly
17	Finance	Best value spending of public money	Additional monies are spent on poorer quality providers	2	2	4	Processes detailed in standing orders and financial regs	Monitoring of processes	Annual review of finances signed off by auditors
18	Liability	Risk to third party, property or individuals	Harm, serious injury or death caused to individuals	2	5	10	Insurance in place. Training and health & safety advice given where necessary	Check open spaces regularly for hazards and poor lighting	Monthly
19	Governance	Councillor roles inadequately performed	Challenges on decisions made. Council fails to meet basic expectations, reputation	1	4	4	Experienced councillors in place, good links to external organisations (NALC, SLCC)	Review regularly and offer training to any new councillors	Monthly
20	Governance	Failure to comply with relevant legislations, policy, standing orders & employment laws	Financial penalties, censure of council members, decisions challenged/overtaken	1	4	4	Standing orders and policies in place and published on website	Training to be offered if required	Annually

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21	Governance	Safety of staff and visitors (office in home)	Harm or injury	1	4	4	Office now built in Pavilion ensure two persons present when meeting	Use Pavilion for meetings	Each occasion
22	Governance	Failure to produce proper and timely reporting via the Minutes	Legal requirement	1	3	3	Council receives and approves minutes which are available to public via website & noticeboard		Monthly
23	Governance	Failure to store past approved minutes	Legal requirement	1	3	3	Signed paper copy stored in filing cabinet	Filing cabinet should be fire resistant and placed in office	Monthly
24	Governance	Failure to meet agreed standard within internal or external audit,	Accounts are not accepted, impact on reputation	1	4	4	Relevant policies and processes in place and monitored	Review at audit and manage any suggestions made	Annually
25	Services	Failure to be able to delivery agreed services	Loss of contracts, good faith, money, reputation, support to residents,	2	4	8	Robust long term contracts in place, good working relationship with contractors	Review contracts well in advance of their end dates	6 Monthly

This document will be regularly reviewed, considering material changes to council activities, legislative requirements and policy changes or similar. At a minimum, the register will be reviewed annually, as part of the yearly policy document review.

Last review date	2 <sup>nd</sup> June 2025
Next review date	May 2026