Hetton Town Council

Risk Management Register 2026-2027

Financial and management				
Subject	**Risk(s)identified**	**H M L**	**Management/Control of Risk**	**Review/Assess/Revise**
Precept	Inadequate funding Adequacy of reserves Inadequate cash flow	L L L	Budget setting and budget monitoring arrangements in place. At Town Council meetings information is provided on existing receipts and payments position. External Funding opportunities explored wherever possible. Monthly budget monitoring reports considered at Town Council meetings detailing general and earmarked reserves. Precept received in two instalments (together with LCTS Grant) in April and October each year. Receipt of income reported to Council.	Existing reporting to be enhanced with projected outturn position quarterly and at year end. Existing procedure adequate. Existing procedure adequate.
Financial Records	Adequacy of records and accounts	L	Standing Orders and Financial Regulations set out arrangements for accounts and financial transactions. Internal Auditor inspects records prior to annual limited assurance review (AGAR).	Review periodically.
Receipts and payments	Unauthorised access to council funds	L	The Council has agreed that cheques must be signed by two designated signatories. The Clerk is the authorised person with the bank and a signatory but does not routinely fulfil signatory role. BACS payments are encouraged as the preferred method of payment of amounts due to the council. Other income is banked as soon as possible after receipt. Bank statements are checked regularly for accuracy by the Clerk.	Financial reports and supporting documentation to be verified by a nominated Councillor who is not a signatory.
Reporting and auditing	Lack of effective Information/ communication	L	At each meeting details of income and expenditure are reported to Council. All supporting papers are publicly available.	Existing procedure adequate. Financial reports are published on website.

Grants & Donations	Unauthorised payments /use of council funding	L	Community Grant Award Policy approved. Authority to pay is recorded in Council Minutes, either via specific minutes or under details of expenditure. Applicants must sign declaration agreeing to any grant conditions prior to release of funds.	Existing procedure adequate.
Salaries and associated costs	Incorrect payment	L	The Council authorises the appointment of its employee at a recognised salary rate. Contractual and any additional working hours are approved in line with Council policy. Salary and HMRC calculations are undertaken by an external payroll provider. Payments are checked annually by the Internal Auditor.	Existing appointment and payment system is adequate.
Contractor Payments	Incorrect payment	L	Receipt / approval of contractor quotes/tenders reported to relevant meeting of Council for approval. The Clerk places all orders and verifies invoices received against terms of contract. Performance of contractors monitored.	Existing procedure adequate.
Illness, Injury or absence of Clerk	Failure to be able to conduct the Council's business	M/H	Flexible working arrangements. A register of locum Clerks has been set up by CDALC to provide support where the Clerk is absent for a prolonged period eg. due to illness. SLCC also provides locum clerk services.	Existing procedure adequate. Council lap top enables home working.
Election Costs	Insufficient funds to meet cost of elections	L/M	Risk higher in election year, but due to casual vacancy history, election could arise at any time. Estimated election costs obtained from SCC Electoral Services. There are no measures which can be taken to minimise the risk of having a contested election as this is part of the democratic process. Council puts a sum aside each year in budget for election costs.	Existing procedure is adequate
VAT	Reclaiming of VAT	L	VAT invoices obtained wherever possible. VAT is reclaimed in the year following the period to which payments relate. Repayments are reported as income to Council. Claims subject to internal audit.	Existing procedure is adequate.

Conduct of Council Business	Unable to recruit and retain appropriate staff	M	NALC model contract and national salary scales applied. Training undertaken as considered necessary. Flexible working arrangements. Workload and performance subject to periodic review bytown Mayor and Chair of Staff Cmtee.	Existing procedure is adequate.
	Unable to recruit and retain Members	M	Any casual vacancies to be publicised in line with SCC practice.	Council has a co-option policy in place.
	Council Meetings are not quorate	M	All Members requested to report any apologies at earliest opportunity.	Clerk to monitor apologies for absence in run up to meetings and to liaise with Chairman / Members to ensure quorum. In the event a quorum cannot be achieved, an Extraordinary meeting to be called at the earliest opportunity to ensure that any urgent decisions can be taken asap
	Non- conformity with Transparency Regulations	L	Town Council has a website which is maintained and contains information necessary in relation to Transparency Regulations. Minutes, agendas, supporting papers and council policies are available to view or download.	Compliant website launched Autumn 2022 and subject to ongoing development.
	Non-compliance with General Data Protection Regulations	M	Town Council registered with ICO. Advice available from ICO and CDALC/SLCC.	Document retention policy in place. Publication scheme introduced in Aug 2022.
Members Interests	Financial/reputational damage if conflict of interests not declared	L	Standard agenda item at council meetings for appropriate interests to be declared. Periodic reminders from Clerk that it is the responsibility of individual Members to advise Clerk of any changes that require updating of register of interests maintained by SCC.	Existing procedure is adequate.

Insurance	Inadequate Cover	L	Annual risk assessment. Review of needs when renewing insurance policy and at other times as circumstances dictate. Employers and Employee liability insurance is a statutory requirement.	Existing procedure is adequate.
Physical Equipment Or Public Areas				
Assets	Loss or damage to council assets.	L	Annual Review of Asset Register Appropriate Maintenance arrangements in place Appropriate council insurance provision in place Appropriate contractor insurance in place	Existing procedure is adequate