

## Aiskew and Leeming Bar Parish Council Risk Register

Version Date:	21/07/25	Assessed by:	The Clerk
Next Review date:	21/07/27	Reviewed by:	(Full Council)

Hazard/Risk	Potential Impact	Groups at risk	Established Controls	Further Actions	Residual Risk (High, Med, Low)
Failure to ensure financial propriety.	<p>Mismanagement of Council funds, (generally) and in particular; in relation with Council approved budget.</p> <p>Loss of funds and related benefit to residents.</p>	Councillors and residents	<p>The Council has in place Financial Regulations and procedures, which adopt NALC model regulations, as applicable to councils with an annual income of less than £250,000) per annum. Both the regulations and council procedures are reviewed annually and updated where necessary (for example, to reflect an update to the model regulations themselves, or where a change in council banking is otherwise required).</p> <p>The following controls are in place:</p> <ul style="list-style-type: none"> <li>two cheque signatories for all transactions (rarely used),</li> <li>Electronic banking: One approver for all transactions, other than the Clerk, who has administrative / viewing / transaction-upload rights only.</li> <li>Electronic banking: limited access rights, private passwords, standard online banking access/protocol as required by banking provider.</li> <li>Considered annual budgets – reviewed / approved annually.</li> <li>Quarterly transactions-against-budget reviewed and approved at each council meeting.</li> <li>Invoices received during the quarter reviewed and approved at each council meetings, prior to payment.</li> </ul>	<p>Updates to the model Financial Regulations, to trigger process review</p> <p>Changes in electronic banking process (by provider) as required.</p>	Low

			<ul style="list-style-type: none"> <li>• When invoice payment falls due between meetings, written/email authorisation is obtained from at least two other members, and subsequently minuted at next available meeting.</li> <li>• Council Cashbook reviewed and approved at council meetings.</li> <li>• Council banking transactions for main and savings account, reviewed and approved at council meetings.</li> <li>• VAT reclaim – made and refunds received: reviewed and approved at council meetings</li> <li>• Any and all income to the council – reviewed and minuted at council meetings.</li> <li>• Savings account decisions reviewed and approved at council meetings.</li> <li>• Grant and similar applications, authorised by the council, made by the Clerk.</li> <li>• Appropriate insurances in place (see Insurance).</li> <li>• The Council does not hold petty cash.</li> </ul>		
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Hazard/Risk	Consequence/ comment	Groups at risk	Established Controls	Further Actions	Residual Risk (High, Med, Low)
Insufficient and/or suitably skilled Councillors	Council is unable to fulfil its duties, is not Able to be quorate, or does not have sufficiently skilled members to discharge duties effectively	Council and Residents.	<p>Currently the Council is at full compliment.</p> <p>A broad (and extensive) range of skills and experience are represented.</p> <p>Skills audits / skills assessments are considered annually when selecting the Chair for the coming year and making appointments to specific roles, (for example, the Health and Safety officer).</p> <p>Skills of new candidates vetted on application/when vacancies in the council (or position of the Clerk), arise.</p>	None.	Low

Failure to interact with NYC and other relevant statutory interests to ensure local issues beyond the parish' remit, are appropriately raised.	Local and parish issues are under-represented / not publicised.	Residents.	<p>NYC Councillors and members of the local, rural policing team are regularly invited to all Parish Councils (and collectively, representatives from all these groups attend meetings to provide both updates on their work and also to hear of parish issues with which they may be able to assist.</p> <p>NYC are aware of and have access to all parish meeting materials on the parish website and are mailed the same in advance of meetings, by the Clerk.</p> <p>Parish website kept up to date with appropriate links to NYC community initiatives as appropriate.</p>		Low
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Hazard/Risk	Consequence/ comment	Groups at risk	Established Controls	Further Actions	Residual Risk (High, Med, Low)
Anti-social behavior including traffic, theft and robbery, travelers occupying land etc.	Upset for individuals effected and the whole community.	Residents	<p>The police are invited to council meetings, and a member of the rural policing team attends whenever possible.</p> <p>Residents are encouraged to report all suspicious activity and incidents on the North Yorkshire police website (incident-reporting portal).</p>		Low

Hazard	Consequence/ comment	Groups at risk	Established Controls	Further Actions	Residual Risk (High, Med, Low)
Poorly maintained footpaths and bridleways.	Reduced utility and enjoyment to footpath and bridleway users, potential hazards and risks of personal injury to those who try and use footpaths and bridleways, which are in a poor state of maintenance.	Residents and visitors to the parish.	<p>The parish is popular with walkers, horse-riders, and other users of the footpaths and bridleways.</p> <p>The majority of the above falls under the jurisdiction of the main, private, landowners in the parish.</p> <p>The parish council notes that the private landowners operate their own maintenance schedule and also have their own inspection and reporting protocol to ensure seasonal maintenance of all public rights of ways across their land.</p> <p>Where complaints are received, the Parish council will either pass the details to the respective landowner's maintenance team, attempt to engage with the landowner where a failure of maintenance has occurred or pass such matters to the NYC team.</p> <p>The council maintains public liability insurance (mandatory).</p>		<p><b>Low</b> (to the council).</p> <p>Main liability for failing to maintain, rests with the landowner).</p>
Hazard	Consequence/ comment	Groups at risk	Established Controls	Further Actions	Residual Risk (High, Med, Low)
Poorly maintained playparks.	Reduced utility and enjoyment to users of these facilities, potential for personal injury where assets are not maintained.	Visitors and Residents.	<p>The parks are inspected visually every week, and the Clerk (Who is qualified RPII Inspector) conducts an Operational Inspection every Month, with a written inspection report delivered to Council.</p> <p>Physical assets (including those already identified) are subject to a separate Asset Register and related Health and Safety Risk Assessment, both of which are reviewed on an annual basis.</p> <p>The parish has also previously researched the options for erecting barriers around the edge of the village green – although to date, such an idea has received limited support from residents. However this is an option which the council will keep under review.</p>		<b>Low</b>

			The council maintain mandatory, public liability insurance in respect of its public assets.		
Hazard	Consequence/ comment	Groups at risk	Established Controls	Further Actions	Residual Risk (High, Med, Low)
Reputational Damage to Council					
Legal?					
IT>					
Security?					