

Weston Longville Parish Council

Risk Register

Item	Risk Probability	Risk Controlled	Last Review
Village Sign	Low	Formal annual inspection carried out by councilor with relevant portfolio. Visual check weekly.	May 2025
Parish Notice Board	Low	Visual inspection by Chair when posting agendas, who will report any defect	May 2025
Allotments	Low	Formal annual safety inspection carried out by councilor with relevant portfolio. Water is available on site. Frequent general checks.	May 2025
War Memorial	Low	Formal annual safety inspection carried out by councilor with relevant portfolio. Weekly visual check.	May 2025
Sam2 Camera + posts + brackets	Low	Formal annual inspection carried out by councilor with relevant portfolio.	May 2025
Parish Trees	Low	By Councilor with portfolio – saplings	May 2025
Business Continuity - Risk of council not being able to continue its business due to an unexpected or tragic circumstance.	Medium	All current files and recent records are kept at the Clerk's home. The Clerk uses a cloud based system. In the event of the Clerk being indisposed the Chairman to contact the Norfolk Association of Local	Ongoing

Last updated March 2023

Reviewed and updated Feb 2025 (2025-0011)

Reviewed and updated May 2025

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		Councils for advice. Chairman copied into all key email correspondence to ensure continuity.	
Loss of money or goods caused by theft of employee i.e. fraud or dishonest	Low	Fidelity guarantee insurance provided by Parish Council insurance policy covers any Councilor, Clerk or employee. The Council has Financial Regulations that set out the requirements.	May 2025
Financial Records	Low	The council has Financial Regulations which set out the requirements.	May 2025
Bank and Banking	Low	The Council has Financial Regulations which set out the requirements for banking. All banking online no cheques or cash. Reconciliation of accounts as set out in the Fin Regs. Errors are checked for during the monthly bank reconciliation carried out by the clerk and the annual audit.	May 2025

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