

Berrow Parish Council - Financial Risk Register

Date of Approval : February 2026

Items of potential concern and for review are detailed below the risk table

ID	Date raised	Risk description	Probability	Impact	Severity Rating based on impact & likelihood.	Mitigation / Controls Actions to mitigate the risk e.g. reduce the likelihood.	Control / Action Owner	Approach Accept / Remove / Transfer	Status
		The risk of long-term sickness of the clerk or leaving without notice	Low	High	High	An employment contingency/ear marked reserve to cover locum costs or to recruit a new clerk with an interim locum. This should equate to 3 months at £25ph x 16 hours x 12, £4800.	Council	Accept	Closed
1		There is a risk that adequacy of the precept not reflecting the Parish requirements using from failed submission to SC, causing a lack of funds for the financially year and inability to undertake all Parish commitments	Low	Medium	Medium	To determine the precept required the Parish Council regularly receives budget and spending (monitoring) updates and the precept is an agenda item at full Council. The members are briefed by the RFO at the budget meeting. The figure is submitted to Somerset Council on its form by the date required. Once the precept is received by BACS this is reflected on the monitoring statements given to the Council. PPC retains a healthy level of reserves.	RFO	Accept	Closed
2		Inadequate record keeping could result in financial irregularities, resulting loss of funds, punitive action by Somerset Council or potentially criminal investigation	Low	High	High	The Council has financial regulations which set out the requirements, being accepted by the Council and publicly available and reviewed annually. PPC is subject to annual audit. The Clerk receives training to ensure knowledge is current. The accounts system is automated to a high degree to reduce arithmetical mistakes.	RFO	Accept	Closed

3	As a result of inadequate checks and controls on banking activities and procedures, Banking mistakes could occur or FSCS limits are exceeded, resulting in financial loss, high banking charges, and potential criminal investigation. The Council now have a prepaid card for online purchases. The Clerk will raise a request to add funds which must be approved by 2 Councillors. This card allows items usually covered on expenses to be paid on the Parish Council's card and VAT claimed back where applicable.	Low	High	High	The Council's financial regulations set out banking requirements. Bank reconciliations are conducted monthly and presented to council with bank statements. Unity Trust act swiftly when contacted and conduct satisfaction surveys. FSCS covers deposits to £85k. When bank accounts exceed this amount the PC authorises a transfer of funds to an additional account CCLA	RFO	Accept	Closed
4	Invoices maybe submitted which are inaccurate, containing unsupplied goods or errors in services provided, or are incorrectly authorised resulting in financial loss and / or reputational risk to the Council.	Low	Medium	Medium	Invoices are only submitted for approval once the clerk has inspected the goods/services received A schedule of payments is produced for approval at each Council meeting and minuted accordingly. Invoices are presented for inspection & signed by 2 cllrs before being authorised by 2 members through internet banking/cheque. Details with Heritage Centre. The clerk's home is insured and claims are emailed prior to payment approval. clerk's home. The home is insured & has	Chair / RFO	Accept	Closed
5	Grant payments may be made where there is no power to pay or authorisation of the Council to make payment, while grant receipts maybe incorrect, resulting in financial loss for PPC, and potential associated punitive or legal action arising	Low	Low	Low	All grant expenditure is approved by the council. The PC has the GPC and a grants policy/procedure is in place. Any grants awarded have the terms and conditions satisfied before money is released. Grants received are paid via online banking and recorded in the electronic accounts system.	Chair / RFO	Accept	Closed

6	As a result of insufficient controls over Council Records, there may arise a loss, theft or unlawful disclosure of council or personal information, causing damage to council's ability to conduct its business, manage its finances or be subject to legal sanction	Medium	High	High	The PCC records are stored at the home of the Clerk in a locked cabinet or deposited in a private dedicated room in the office. All necessary documents are kept on an external hard drive and is stored separately if laptop is lost.	Chair / Clerk	Accept	Closed
---	--	--------	------	------	--	---------------	--------	--------