

**Bishopthorpe Parish Council
Risk Assessment 2025**

Risk	Pre Control			Control	Post Control		
	Likelihood	Severity	Risk Factor		Likelihood	Severity	Risk Factor
Unable to repair severe damage to Village Hall	1	3	3	Insurance of building and contents	1	1	1
Claim following Injury or Damage to Third Party	1	3	3	Third Party Insurance Cover	1	1	1
Unable to repair severe damage to Sports Pavilion	1	3	3	Insurance of building and contents	1	1	1
Fraudulent Action	1	2	2	Fidelity Insurance	1	1	1
Damage to Assets	1	1	1	Insurance of Assets	1	1	1
Lack of Maintenance to Assets	3	3	9	Introduction of Maintenance Regime	1	1	1
Robustness of Insurance Company	1	3	3	Review of Financial Robustness	1	1	1
Insufficient Insurance Cover	1	3	3	Review of levels at each years renewal	1	1	1
Lack of internal controls to ensure procedures are working correctly	1	2	2	Annual Internal and External Audit	1	1	1
Lack of security of buildings	1	3	3	Daily checks by caretaker and bookings secretary	1	1	1
Lack of control over banking arrangements	1	3	3	Money banked when received and balances reconciled to monthly bank statement - overall review by Finance Committee	1	1	1
Lack of Maintenance of Sports Field	1	3	3	Monthly reports by Sports and Leisure Committee	1	1	1
Lack of financial records	1	2	2	Review by Finance Committee and Internal Auditor	1	1	1
Operating outside Legal Framework	1	3	3	All decisions minuted and refer to Legal Guidelines where applicable	1	1	1
Correct Payment of Taxes	1	3	3	Clerk produces comprehensive records and these are reviewed by Finance Committee and Auditors.	1	1	1
Adequacy of Precept	1	2	2	Precept based on realistic budget and approved by Council	1	1	1
Adequacy of Budget	1	2	2	Actual v Budget reviewed by Finance Committee quarterly	1	1	1
Accuracy of Minutes	1	3	3	Minutes prepared after every meeting and approved by Council every month.	1	1	1

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Unavailability of Public Documents	1	2	2	Documents available at any convenient time via Clerk	1	1	1
Members outside interest not recorded	1	2	2	Register of Members Interests updated annually	1	1	1
Unauthorised Expenditure	1	3	3	All expenditure recorded on Monthly Agenda and Approved by Full Council	1	1	1
Workers with no Contract of Employment	1	2	2	Contracts reviewed by Finance Committee and approved by full council	1	1	1
Parts of Council Minutes missing	1	2	2	All items and pages in minutes are numbered to ensure continuity, hard copy stored in Village Hall and Electronic copies held by Clerk	1	1	1