PREESALL TOWN COUNCIL – RISK MANAGEMENT REGISTER 2026

RISK	PROBABILITY	IMPACT	RISK SCORE	MITIGATION	CONTROL	M/C RISK SCORE	RESPONSIBILITY
PUBLIC/EMPLOYER LIABILITY							
Personal injury or damage to member(s) of the public or their property arising from defect(s) in Council property or use of Council land.	Unlikely – Council property comprises fixed installations such as benches or seats. Land is library garden.	High - Claims for compensation and costs to the Council in defending claims where appropriate.	3	Covered under the Council's Public Liability insurance policy – (£10 million).	Regular maintenance and prompt repair of any damage. Periodic review of insurance cover and timely renewal.	2	Clerk/lengths keeper Clerk
Compensation claims by employee (or contracted person) in respect of injury sustained in the cause of his/her employment/engagement.	Unlikely – given the nature of the Clerk's duties.	High - Claims for compensation and associated costs.	3	Potential liabilities, including costs, covered by Council's insurance policy - £10 million). Employers Liability Ins.	Maintain adequate insurance cover (as above).	1	Clerk
	Possible - for lengths keeper given the nature of duties.		6		Health and Safety training for clerk and lengths keeper and appropriate courses. Correct tools provided and maintained appropriately.	1	lengths keeper/clerk lengths keeper/clerk Council
GOVERNANCE RISK (OVERALL INHERENT RISK)							
Poor or inadequate Governance Inadequate Financial	Unlikely- as a qualified clerk is in post	Loss of community/stakeholder	2	Potential liabilities, including costs, covered by Council's insurance	Qualified clerk in post to advise the council. Council recognised by other agencies	1	Clerk/Council Clerk/Council

arrangements. Poor organisational structures. Poor understanding of legal requirements. Poor decision making. Poor forward and contingency planning. Poor operational management. Poor asset management		confidence. Adverse reputation. Negative media attention. Poor audit reports Loss of service provision. Financial investigations. Breach of legislative requirements. Legal actions e.g. judicial review		policy - £10 million). Employers Liability Ins.	for consultation and information. Membership of NALC/LALC/SLCC Annual Governance review takes place at full council in March every year. Governance documents are up-dated throughout the civic year as required, and resolved at full council. Committee have responsibilities allocated to them with their terms of reference to ensure governance documents are kept correctly. Assets are reviewed annually by the clerk and the lengths keeper, and updated as required following the fixed asset policy. Governance documents are		Clerk/Council Clerk/Council Financial Committee Clerk/Lengths Keeper/Council

					subject to scrutiny by Internal Auditor, and overview by External Auditor, and any recommendations are adhered to by the clerk and the council.		Internal & External Auditor/ clerk/RFO/Council
FINANCE							
Precept is not submitted on time, not paid by Principal Authority or is inadequate for purpose.	Unlikely.	High - Reduction in Councils financial resources. Inability to deliver services.	**3**	Three to six-month expenditure held in reserve.	Diarised by RFO Reminder normally sent by Principal Authority. Budget and Precept considered each year in line with standing orders. Quarterly review against budget. Fully minuted Receipt checked. On-going projects costs monitored regularly.	**1**	Council and RFO Finance Committee RFO & Council Finance Committee RFO & Council Finance Committee RFO & Council
Loss of cheques, cash etc. held on the Council's behalf.	Unlikely – No cash is handled by the council. Payments are usually by BACS and occasionally by cheque.	High – Reduction in Council's financial resources.	**3**	Such losses are covered by insurance policy – inc. theft. (Existing cover of £250K).	Maintain adequate insurance cover. Prompt payment of receipts into bank. Precept, VAT refund and grants paid direct into Unity Trust bank account.	**1**	RFO

Financial loss due to incorrect BACS payment.	Unlikely.	High – Reduction in Council's financial resources.	**3**	Such losses are covered by insurance policy – inc. theft. (Existing cover of £250K).	Bank's own payment procedure in place to check and authorise payments. Only 1 person may input payments, and 2 other people authorise payments. Council's payment document check, and authorisation document check in place. List of payees approved by finance c/ee chair. Application of financial regulations re authorisation of payments	**1**	RFO Elected Council members aligned with banks mandate.
Financial loss due to banking error (e.g. leading to loss of interest or bank charges levied).	Unlikely.	Medium - reduction in Council's financial resources.	**2**	Fidelity Guarantee cover £250k.	Application of financial regulations, including scrutiny of all bank statements upon receipt. Periodic review of banking arrangements to secure best possible terms and conditions.	**1**	RFO RFO
Loss of monies due to fraudulent action by employee (s).	Unlikely – any significant incident should be easily detected. Trust	Medium – Reduction in Council's financial resources.	**2**	Fidelity Guarantee cover £250k.	Application of financial regulations. All cheques signed by two Councillors,	**1**	Council. Finance Committee Elected Council members aligned with banks mandate

	in integrity of serving Clerk.				against invoices. All expenditure approved by finance committee/ council. Monthly Statement of Accounts balanced against bank Statement reported to Council. All BACS payments inputted by 1 person, and authorised by 2 other members. Accounts subject to scrutiny by Internal Auditor, and overview by External Auditor.		
Salaries wrongly calculated and paid. False employees. Tax, NI and pension deductions incorrect.	Unlikely. Unlikely. Unlikely.	Medium – Reduction in Council's financial resources.	**2**	Three to six-month expenditure held in reserve. Fidelity Guarantee cover £250k.	Professional accountants manage payroll. Payment is by BACS and issued in accordance with Contract of Employment and Financial Regulations and only signed against payroll screenshots. Employees paid under HMRC PAYE scheme.	**1**	Council

Clerk status challenged.	Unlikely.				Employer and employee pension contributions calculated by payroll provider using LCC spreadsheet with formulae embedded. Qualified clerk in post.		
Avoiding Supplier Fraud	Unlikely	Low – Reduction in Council's financial resources	**1**	Three-to-six-month expenditure held in reserve	Obtain quotes from reputable known suppliers/ research extensively using reputable sites and reviews/ refer and follow financial regulations. Payment after receipt.	**1**	RFO/clerk
Payment made for goods not received	Unlikely	Low - Reduction in Council's financial resources.	**1**	Three-to-six-month expenditure held in reserve	Purchases made from reputable known suppliers of goods/service. Payment after receipt	**1**	RFO
Councillors Allowances / Expenses overpaid.	Unlikely.	Low - Reduction in Council's financial resources.	**1**	Three to six-month expenditure held in reserve.	No Allowances. Expenses payment only after detailed claim submitted in respect of expenses in accordance with Council approved policy.	**1**	Council and RFO

Reserves too low.	Unlikely.	Medium - Reduction in Council's financial resources. Inability to deliver services.	**2**	Three to six-month expenditure held in reserve.	Annual Budget approved. Careful budget monitoring and formal approval and costings for new services and /or projects whilst maintaining reserves in line with past practical experience and auditor recommendations New expenditure only undertaken where reserves allow. Reserves maintained at level commensurate with expenditure commitments.	**1**	Council, RFO and finance committee
Financial records and reporting.	Unlikely – monthly reconciliation and statement of accounts completed by clerk.	Medium - incorrect basis for financial calculations resulting in a reduction in Council's financial resources. Inability to deliver services.	**2**	Three-to-six-month expenditure held in reserve.	Internal and external audit. Presented quarterly to council with budget monitoring documents. Quarterly meeting of finance committee. Monthly bank reconciliation and	**1**	RFO Council Auditors Finance Committee

					statements presented to the finance committee, and reports made to full council.		
Adequate Insurance.	Unlikely	High – Insurance not in place or inadequate insurance	**3**	Employers and public liability insurance necessary.	Insurance reminder sent. Prompt payment of premium. Reviewed annually. Re-valuations where necessary.	**1**	Clerk
Collapse of bank	Unlikely – Reputable banks used	High – possible loss of money if not covered by banks FSCS. Receive Precept once per year.	**6**	Medium – covered by banks FSCS	Government mitigation in place to cover financial losses in the event the risk of bank collapse is realised. Up to a value of £120,000 FSCS per bank account	**2**	Clerk/Council
Supplier Impersonation Risk	Possible	High - Fraudulent diversion of council funds through unauthorised alteration of established supplier bank details. Direct financial loss, reputational damage, and potential breach of data protection.	**6**	Medium – covered by banks FSCS	Always verify requests to change bank details by calling the supplier using contact information already held in the council's internal database.	**2**	Clerk
Procurement/Supply Chain Risk or Mandate and Creditor Fraud	Unlikely	High Inadequate monitoring of the supplier master file results in dormant accounts remaining	**6**	Medium – covered by banks FSCS	Running exception reports to identify suppliers not utilized for 12 to 18 months and	**2**	Clerk

		active, increasing the risk of mandate fraud and the processing of unauthorised or fraudulent payments			archiving or deactivating them within the banking system. This reduces the likelihood of any old supplier information being used to secure fraudulent payments		
Procurement Failure (checking address and financial health details with Companies House)	Possible	Medium - Inadequate financial health checks and address verification. A contracted supplier goes into sudden insolvency, provides falsified details, or engages in corporate fraud. Council service delivery is disrupted, public funds are lost or unrecoverable, and the council faces significant reputational damage	**4**	Low - covered by banks FSCS	Cross-referencing Companies House records with primary identity checks using the official Find and update company information service. Requiring suppliers to provide proof of identity and verifying that registered office addresses are legitimate, not dummy/PO Box locations.	**1**	Clerk
Unauthorised or incorrect payment to supplier bank accounts	Possible	High - Failure to verify supplier bank account details prior to payment could result in funds being diverted to fraudulent accounts, duplicate payments, or losses due to human error. This damages the council's finances and public reputation.	**6**	Low- covered by banks FSCS	Checking samples of online payments against certified supplier invoices. Unity Bank checks the validation of all bank accounts before permitting payment.	**2**	Clerk

Inadequate Information Security Awareness or Unintentional Disclosure of Sensitive Data (lack of staff training).	Unlikely	Medium- Share sensitive personal data, financial details, or commercially confidential contract information over the phone, email, or in-person without proper authorisation or identity validation	4	Low – Qualified clerk in post with up-to-date data protection training acquired.	Mandatory annual information governance and data protection. Established Information Security and Data Breach Reporting policies	1	Clerk
COUNCIL MANAGEMENT							
Compensation claim resulting from (alleged) negligent act or accidental omission by the Council or its employee(s).	Unlikely – given the limited activities of the Council.	High – Potentially substantial cost to the Council.	3	Risk covered by Council's public liability insurance of £10m.	Maintain adequate insurance cover. Ensure Council decisions are based on full information, including professional advice when necessary.	2	Clerk Council
Actions against the Council for libel or slander.	Unlikely – Proper conduct of Council meetings and Clerk's professional judgement regarding correspondence.	High - Potentially substantial cost to the Council.	3	Risk covered by the Council's insurance policy - £100,000 Libel and Slander Cover.	Members' awareness. Proper conduct of meetings by Mayor. Members to adhere to standing orders, the Good Councillors Guide, Civility and Respect, code of conduct and are to follow council's policies. Professional advice from Clerk.	2	Mayor Council members Clerk
Failure to represent community interest adequately in relation to	Unlikely – Town Council well	Medium -Reduction in local facilities and/or quality of life, or	2	WBC has power to take over the	Threats and opportunities reported to Council	1	Council

matters likely to impact significantly on the area.	established as consultee.	missed opportunity to benefit from external funding or advice.		council's responsibilities.	meetings. Special meetings to be called as required. Clerk monitors relevant WBC agenda papers and other publications. Representatives provide feedback as appropriate. Council recognised by other agencies for consultation and information. Membership of NALC/LALC/SLCC. Attendance at Area Committee meetings and other representative groups. Frequent PTC surgeries are provided for residents to attend.		Clerk Members, Borough and County Councillors
Loss of council paper records and computer files due to accident or otherwise.	Unlikely - Council records are maintained in Clerk's home office and in lidded storage containers. Legal / historical records are archived at Lancashire Records Office.	Medium - Inconvenience in tracing information particularly legal and historical records.	**2**	Back-up kept off site.	Paper records maintained in Clerk's home. Computer records regularly backed-up to hard drive. Legal / Historical records are archived at Lancashire Records Office.	**1**	Clerk

Powers.	Unlikely – illegal activity or payments.	High – reputational damage, insufficient funds for council business.	**3**	Three to six-month expenditure held in reserve.	All cheques signed by two Councillors, against invoices. BACS payments authorised by two councillors. All expenditure approved by Council/ finance c/ee. All action by majority resolution. Accounts subject to scrutiny by Internal Auditor, and overview by External Auditor.	**1**	RFO/Clerk Council Auditors Finance Committee
Councillors.	Possible – roles performed inadequately, conflict of interest, Failure to attract suitable candidates for councillor vacancies.	Medium – council does not provide quality service to the community.	**4**	Training. Code of Conduct' WBC has power to take over the council's responsibilities.	Members' awareness. Proper conduct of meetings by Mayor. Professional advice from Clerk. Councillors provided with adequate training, reference materials and access to assistance; membership of LALC; declaration of interests; active publication of council's vacancies.	**2**	Mayor Councillors Clerk

Meetings.	Possible – failure to have quorum at meeting. Business conduct. Decisions not implemented Lack of public participation	Medium - council does not provide quality service to the community.	**4**	Code of Conduct Disciplinary action.	Agenda issued promptly. Absences recorded. Standing orders adhered to. Business conducted is managed by Mayor according to standing orders. Chairmanship training available. Members adhere to code of conduct Minutes reviewed for confirmation of action. Clerk's report. Public participation on agenda.	**2**	Mayor Councillors Clerk
Loss of key personnel.	Unlikely	Medium – Inability to operate and deliver services.	**2**	Sufficient notice periods are provided within contract to allow replacement to be obtained if necessary.	Maintain regular contact. Ensure employees have adequate training, support and hours to avoid stress, leading to long term sickness or early departure. Ensure regular back up of computer-based work.	**1**	Council Council, Clerk, Mayor And the Personnel Committee
PROPERTY/ASSETS							

Damage to flagpoles.	Possible - failure of pole in high winds.	High - Injury to public should device fall away from bracket mounting.	6	Public liability insurance of £10 million in place by Town Council.	Inspection checks re condition from time to time. Poles lowered if gale-force winds predicted.	2	Council, Clerk and Lengths keeper
Damage to Xmas lights.	Possible – lighting blown down.	Medium – loss of pole	4		Xmas lights are professionally installed.		
Damage to CCTV camera.	Possible – blown down in high winds	High - Injury to public should device fall. High - Injury to public should device fall.	6		CCTV camera professionally installed. Reports of any damage immediately resolved.		Council, Clerk and Lengths keeper
Damage to Pillar Clock	Possible vandalism/ break down	Medium	2		External company performs annual checks and repairs	1	Clerk and Lengths keeper
Damage to Council property by 3rd party.	Unlikely – cover for CCTV computer and Lengths keeper's equipment.	Medium - Repair costs to be covered.	2	Council's insurance policy covers items named, but not benches or Xmas lights. See Fixed Asset Register for details	Maintain property in good condition with regular monitoring for damage.	2	Council, Clerk and Lengths Keeper
Meeting location.	Unlikely – Inadequate accommodation.	Medium – meetings may have to be postponed delaying business.	2	Other venues available.	Meetings held at KE&PYCA. Premises adequate for council and public access.	1	Councillors
OPERATIONAL RISKS							

Failure to meet Health and Safety Regulations.	Unlikely – Qualified clerk in post	Low – Documents are reviewed throughout the civic year and adhered to.	**2**	Fidelity Guarantee cover £250k. Personnel Committee in place.	Advised by qualified clerk the personnel committee with council ensure health and safety regulations are met. Training needs identified as part of annual appraisal for staff. Risk assessments under taken.	**1**	Councillors/ Personnel Committee/ Clerk
Failure to comply with Council policies.	Possible - Lack of Council knowledge and understanding of requirements	Medium – Lack of commitment from members	**3**	Access to council documents	New councillors are provided with relevant policies/ documents and encouraged to attend training courses.	**1**	Clerk/Councillors
Failure to meet Employment Regulations	Possible - Lack of Council knowledge and understanding of requirements	Medium – Clerk does not keep updated with on-going regulations	**2**	Clerk has access to LGA, NALC/LALC/ SLCC	Equality & Diversity policy in place. Health & Safety Policy. Finance & Personnel Committee in place with agreed terms of reference	**1**	Clerk/Councillors/ Personnel Committee/ Finance Committee
Failure to comply with Local	Possible - Lack of Council		**2**	Clerk has access to	Training opportunities for	**1**	

Government Acts	knowledge and understanding of requirements	Medium – Clerk does not keep updated with on-going regulations		Arnold Baker local council administration book/ LGA, NALC/LALC/ SLCC Clerk/RFO CILCA qualified	councillors offered regularly Councillors identify any development needs through the Local Government Association's Training needs identified as part of annual appraisal for staff.		Clerk/Councillors/ Personnel Committee
Failure to comply with Data Protection Regulations	Possible - Lack of Council knowledge and understanding of requirements	Medium – Clerk does not keep updated with on-going regulations	**2**	Clerk/RFO CILCA qualified	Documents are subject to scrutiny by Internal Auditor, and overview by External Auditor, and any recommendations are adhered to by the clerk and the council. Training given to clerk in data protection Council registered with the Information Commissioner's Office (ICO) as a data controller	**1**	Clerk/Councillors/ Personnel Committee Clerk/Councillors/ Personnel Committee Clerk/Council

					and fully compliant with the current regulations.		

Reviewed June 2026