

Kirby Cane & Ellingham Parish Council

Risk Register – general activities

Assets

Location / Item	Significant Hazard	People at Risk	Existing Controls	Action
SAM 2 flashing sign <i>(currently not in position – decision awaited on replacement (May-26))</i>	Vandalism or impact	Parish Council Public	Regular checks made by volunteer member of the parish council	Defects identified are dealt with promptly
Footway lights <i>(see attached list for locations)</i>	Vandalism or impact	Parish Council Public	Regular checks made by contractor & annual report on safety and condition	Defects identified are dealt with promptly
Playing Field equipment	Vandalism or accidental injury	Parish Council Public	- Regular checks made by volunteer member of the parish council - Safety check by RoSPA annually	Defects identified are dealt with promptly
Fence and gates at Playing Field	Accidental injury or damage	Public Parish Council	- Safety check by RoSPA annually - Regular checks made by volunteer member of the parish council	Defects identified are dealt with promptly
Notice Board <i>(front of Kirby Cane Memorial Hall)</i>	Theft or vandalism	Parish Council	Bi-monthly check by Clerk	Defects identified are dealt with promptly
Defibrillator cabinet	Theft or vandalism	Parish Council Public	Regular checks by volunteer member of the parish council	Defects identified are dealt with promptly
Village Signs	Theft or vandalism	Parish Council	Regular checks by volunteer member of the parish council	Defects identified are dealt with promptly
Bus shelters – Old Yarmouth Road <i>(adj no 18) & Mill Road (near jct Crisp Road)</i>	Vandalism or storm damage	Parish Council Public	Regular checks by volunteer member of the parish	Defects identified are dealt with promptly

Kirby Cane & Ellingham Parish Council

Risk Register – general activities

Location / Item	Significant Hazard	People at Risk	Existing Controls	Action
Dog Waste Bins (<i>junction Mill Road/School Road, Ellingham, jct Mill Lane, Newgate, opp 36a Yarmouth Rd, near 11 Yarmouth Rd, along footpath BR5/BR15, Ellingham end</i>)	Theft or vandalism	Parish Council	Reliant on members of the public reporting damage	Defects identified are dealt with promptly Emptied by South Norfolk District Council

Governance Risks

Issue	Significant Hazard	People at Risk	Existing Controls	Action Needed
Failure to follow proper procedure	Decisions being challenged and overturned	Parish Council	- Training for Clerk (October 2013 & ongoing attendance on training courses/workshops, CILCA qualification achieved) - Whole Council Training (June 2023) - Seeking advice from Norfolk Parish Training Partnership + other organisations where appropriate	Further training when appropriate courses offered
Failure to handle data properly	Disclosure of personal data	Parish Council Correspondents	- Training for clerk (December 2017) and parish councillors (April 2018) - Data Protection Policy adopted	Further training when appropriate courses offered

Kirby Cane & Ellingham Parish Council

Risk Register – general activities

Issue	Significant Hazard	People at Risk	Existing Controls	Action Needed
Failure to maintain proper accounting control	Leads to deficit	Parish Council	● Councillors authorise list of online banking payments prepared by clerk, or cheques signed by councillors at meetings ● Chairman signs bank statement/reconciliation bi-monthly ● Bank statements available to Councillors at meetings ● Budget v actual reported regularly at Parish Council meetings	None
Fraud or dishonesty of employee and/or members	Leads to deficit	Parish Council	● Councillors authorise list of online banking payments prepared by clerk, or cheques signed by councillors at meetings ● Chairman signs cash book bi-monthly ● Bank statements available to Councillors at meetings	None

Employment Risks

Issue	Significant Hazard	People at Risk	Existing Controls	Action Needed
Long term sickness of Clerk	Work of council not carried out Failure to maintain proper records	Parish Council	A Parish Councillor would take minutes at the meeting and Councillors would carry out any necessary actions	None

Kirby Cane & Ellingham Parish Council

Risk Register – general activities

Issue	Significant Hazard	People at Risk	Existing Controls	Action Needed
Employment disputes	Could lead to tribunal and settlement costs	Parish Council	• Good relationship maintained with Clerk • Training for Clerk and Councillors so roles fully understood	None

Tenancies

Tenancy	Significant Hazard	People at Risk	Existing Controls	Action Needed
Newgate Allotments owned by Kirby Cane Charity	Failure to recover rent from tenant	Kirby Cane Charity	Invoicing and reminder process	None