

## Market Drayton Town Council Risk Register



All corporate risks have assigned mitigation measures which enable the Council to take a proactive approach to manage them.

Risks in this register are identified and assessed in an ongoing basis and new risks added to the register throughout the year.

Approved at the Finance and General Purpose Committee on 13 October 2022.

Reviewed and Adopted at a Finance and General Purpose Committee on 15 June 2023

Reviewed at a Finance and General Purpose Committee on 13 June 2024

Reviewed at a Finance and General Purpose Committee on 12 June 2025

Reviewed at a Finance and General Purpose Committee on 21 May 2026

**MARKET DRAYTON FINANCIAL RISK REGISTER**

Adopted by Council: June 2025

	<b>Risk</b>	<b>What are the hazards</b>	<b>Who might be harmed</b>	<b>What are you doing already</b>	<b>What further action is necessary</b>	<b>Action by whom</b>	<b>Action by when</b>	<b>Status</b>
1	<b>Precept</b>	Not claimed or not paid Not adequate	The Council	Diary for discussion Oct/ Nov/Dec	Review budget at Annual budget setting meeting	Town Clerk/RFO and Chairman	Annual budget setting meeting	Budget received Dec-20 Precept claimed Jan-20
2	<b>Petty Cash/ Cash</b>	Loss or theft of petty cash records	The Council	RFO to manage bank reconciliation and second person to crosscheck.	Ensure Fidelity insurance is adequate	Town Clerk/RFO	Monthly	Ongoing
3	<b>Budgeting</b>	Overspend against annual budget	The Council	Annual budget setting meeting Regular checks of actual to expected expenditure Process to check any items not budgeted for before commitment	Raise any items not budgeted for at Council Review budget at annual budget setting meeting	Town Clerk  Council	Ongoing  Annual budget setting meeting	Currently no items not budgeted for
4	<b>Online Banking</b>	Unauthorised access	The Council	Password protected password and login changed frequently	Review annually by the Council. Bank reconciliation done monthly by RFO	RFO and Town Clerk	Monthly/ Annually	Ongoing
5	<b>Debit Card</b>	Possible misuse	The Council	Pin number protected double check on purchases	Reviewed annually by Council	RFO and Town Clerk	Annually	Ongoing

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6	<b>Banking of Cash</b>	Loss, theft and injury	Employees and the Council	Kept in safe until deposited by two staff members at the post office	Reviewed annually by Council	RFO and Town Clerk	Annually	Ongoing
7	<b>Banking</b>	Loss or reduced credit rating	The Council	Diary to review	Continual assessment	RFO and Town Clerk	Bi annually	Ongoing
8	<b>Cemetery payments</b>	Payments not received from Funeral Directors	The Council	Sexton to fill in interment form Invoice to Funeral Directors	RFO to check against burial register	RFO	Monthly	Ongoing
9	<b>Allotments</b>	Yearly rent not received	The Council	RFO to invoice February	Diarise to review	Clerk	Annual	Due March
10	<b>VAT</b>	Incorrect charge on purchases	The Council	RFO to check	Internal Auditor to check	RFO and Clerk	Monthly	Ongoing
11	<b>Assets</b>	Loss or damage Inadequate insurance in place	Parishioners	Annual inspection of parks Annual review	Diarise June	Clerk Council	July	Review March Insurance in place
12	<b>Money collected from public toilets</b>	Loss or theft	Employees and The Council	Policy in place	Continual assessment	Clerk or RFO	Bi annually	Ongoing
13	<b>Suppliers (procurement)</b>	Fraud	The Council	Check account number and sort code before processing Verify any supplier bank account changes	Continual assessment	RFO and Clerk	Ongoing	Ongoing