



Thornaby Town Council - Risk Management Register 2026

Area	Risk(s) identified	Risk level	Potential impact	Management/Control of risks	Review/Action required
Assets					
Security of Town Hall	Vandalism, weather and accidental damage.	Medium	Medium	The Town Hall is insured. An alarm is fitted with an automatic response from Stockton BC. Specified key holders. The building is secured with a chain outside working hours.	Alarm checked regularly.
Maintenance of the Town Hall	Vandalism.	Medium	Medium	Thornaby Town Council occupy an office in the Town Hall which is staffed by the Town Clerk Monday to Friday	Regular meetings with Councillors. Alarm checked regularly
Mayoral Chains	Theft, accidental damage	Low	High	The Mayoral Chains are insured and when not in use are kept in a locked safe in the Town Hall. The building is alarmed when not in use.	Alarm checked regularly
RAF Thornaby Memorial	Theft, accidental damage	Low	Medium	The memorial is kept in the Town Hall which is alarmed when not in use.	Alarm checked regularly
Antique Fireplaces and furniture	Theft, accidental damage	Low	Medium	Antique furniture is kept in a locked room within the Town Hall.	Alarm checked regularly
Computer and sports equipment	Theft, accidental damage	Low	Medium	Equipment is located in a locked room within the Town Hall.	Alarm checked regularly



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Harold Wilson Field owned by SBC but used for Thornaby Show	Vandalism.	Medium	High	The field is padlocked when not in use and when in use is monitored by Stockton BC.	Checked regularly.
Finance					
Banking	Failure of bank.	Low	High	Council's Policy follows the latest guidance.	Adequate reserves.
Investments	Lack of resources.	Medium	High	Lottery Funded and Policy Guidance.	Adequate reserves.
Adequacy of Precept	Precept sum request is reviewed in January each year.	Low	High	Budget and Precept considered by Full Council each year. The Precept deadline is noted and complied with by the RFO.	<i>To maintain existing procedures.</i>
Financial controls and records	Inadequate records leading to financial irregularities	Low	Medium	Financial Regulations reviewed annually.	To maintain existing procedures.
Petty Cash	Payments not accounted for.	Low	Low	All petty cash payments supported by relevant paperwork	To maintain existing procedures.
	Loss through theft or dishonesty.	Medium	High	Cash reconciled and banked regularly. Cash is locked in a safe at all times.	To maintain existing procedures.
Bank Reconciliations	Inadequate checks. Banking errors.	Low	Medium	Bank reconciliations completed monthly.	Full Council to verify monthly.



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Budgetary Process	Inadequate budget preparation leading to inability to fulfil obligations.	Low	High	Budget considered by Full Council. Income and expenditure considered monthly.	To maintain existing procedures.
Payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid.	Low	Medium	All invoices checked and initialled for accuracy and receipt for goods and services. Two signatories on payment orders and initialled of accompanying paperwork. List of payments presented at Full Council monthly. Clear audit trail of all expenditure.	To maintain existing procedures.
Approval of expenditure	Unauthorised purchases. Fraud	Low	Low	All payment orders authorised by Council as per Financial Regulations.	To maintain existing procedures
Cheque Books	Loss of cheques. Fraudulent use.	Low	High	No blank cheques signed. Cheques require two signatures before they are authorised.	To maintain existing procedures.
Salaries	Incorrect payments to staff.	Low	Low	Wages paid by an external Accountant	To maintain existing procedures.
Legal Liabilities					
Ensuring the Council acts within its legal powers.	Ultra Vires Acts incurring financial liability.	Low	High	Use of manuals and advice from NALC and SLCC. Town Clerk to obtain CiLCA qualifications.	To maintain existing procedures.



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Insurance	Inadequate insurance cover or over insuring increasing cost unnecessarily. Areas not covered. Policy lapsed.	Low	High	Review of insurance with brokers annually. Insurance to be approved by Full Council. Annual update of asset values.	To maintain existing procedures.
Compliance with Employment law	Acts outside the Employment Law could lead to financial liability.	Low	High	Employment Contract to be put in place within two months of employment.	To maintain existing procedures.
Compliance with Inland Revenue requirements.	Payments missed. Yearend returns inaccurate or submitted late.	Low	High	Processed by external Accountant	To maintain existing procedures.
Health and Safety of Staff, Visitors and Contractors	Liability incurred if Council found to be at fault.	Medium	High	Council has a Health and safety Policy. Risk Assessments are in place.	Risk Assessments are reviewed yearly.
Legal liability as a consequence of asset ownership.	Injury caused through fault with asset or incorrect training in operation.	Low	High	PAT checks are carried out regularly.	Under constant review due to the renovation of the Town Hall.
Computer records	Reliability of system. Loss of data through system error or theft.	Medium	High	Backup by Cornerstone and Cloud.	To maintain existing procedures.



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Tendering process	Procedures not followed for significant contracts. Best Value not achieved. Fraud.	Low	Medium	Standing Orders correctly followed. Tender documents opened in the presence of at least two Councillors and the Town Clerk.	To maintain existing procedures.
Register of Members' Interests	Not maintained in accordance with the Code of Practice	Low	Low	Up to date Code of Conduct adopted by the Council. Register of Interests and Gift Book available for Councillors.	To maintain existing procedures.
Proper document control	Documents unaccounted for. No proof of documents received.	Low	Low	Filing system established and updated. Data protection Act requirements in place. Documents stamped with date received and action by Town Clerk. Councillors mail available for collection.	To maintain existing procedures.
Internal Financial Controls and Internal Audit	Proper financial controls not maintained. True financial position not known.	Low	Medium	Council adheres to Financial Regulations.	To maintain existing procedures.
Administration					
Reports and Records	Improper and untimely reporting of meetings via the minutes.	Low	Low	Council meets monthly to approve and receive minutes of meetings. Minutes are published on the Council website and displayed in	To maintain existing procedures.



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				the Town Hall window and public library.	