HILLINGTON
PARISH COUNCIL

Asset Register & Financial Risk Assessment

Adopted: 20.05.15
Amended: 19.05.20/August 21/ August 22 / August 23 / August 24 / August 25
Next Review: August 26

Produced by Clerk/RFO

PARISH ASSET SCHEDULE – 2024/2025

Description	Value £	Location	Purchase Date
Village Sign	6 780	Entrance Pasture Close	Refurb 2019
Seat	650	Opposite Village Sign Pasture Close	
Notice Board	1 700	Wall of Garage Shop	
Dog & Litter Bin	500 420	Pasture Close: Dog bin close to flint wall behind seat. Litter bin adjacent to seat. Station Road: next to the church	
Neighbourhood Watch Sign	40	Top of Pasture Close	
Grit Bin	72	Top of Pasture Close	
Bus Shelter	7200	A148 Main Road	
SAM 2 Unit	3556	Various locations	31.7.19
Total	**20,918**		

NOTES

FINANCIAL RISK ASSESSMENT

Risk No.	Description, Location & Staff Involved	Control Measures
Risk No. 1	Service interruption due to long-term absence of Clerk of the Council/RFO. Works from home. Clerk/RFO.	• No other Officer employed by the Council • The Norfolk Association of Local Councils can advise of current locum Parish Clerks • Two members of the Parish Council needed to approve payments at any time. Online Banking now in place (2020) with BACS/ Standing Orders/ approved by the Parish Council. • All bank account names & account numbers and signatories are recorded. • Any temporary signing arrangement should be obtained from the bank, and a copy retained on file.
Risk No. 2	Loss or damage to Council's Assets. Various sites. **Clerk/RFO.**	• Appropriate insurance cover is held for all Council assets. • Insurance requirements to be reviewed annually at May meeting. • Appropriate checks/inspections of Council properties, to be carried out on a regular basis, visual every bi-monthly ahead of Parish Council Meetings. • Asset register to be maintained.
Risk No. 3	Authorisation and control of supply of goods and services to the Council. **Clerk/RFO.**	• Supply of all goods and services regulated by the Councils Financial Standing Orders and controlled by the Clerk/RFO. • Strict control over all expenditure is maintained and the Clerk/RFO provides a detailed list to the Council ahead of each Parish Council Meeting.
Risk No. 4	Banking & Investment Arrangements & Controls. **Clerk/RFO.**	• All banking arrangements and changes to banking services approved by the Council and recorded in the minutes. • The bank accounts are subject to appropriate signatory levels. • The bank accounts are to be reconciled quarterly. • All payments to be authorised by the Council and noted in the 'Minutes'. • Given the minimal activity on the accounts, the Internal Auditor will scrutinise the accounts once a year.
Risk No. 5	Loss/ interruption of agency services provided or administered on behalf of BCKLWN & NCC.	• Agreed agency services must be carried out in a timely and professional manner. • BCKLWN & NCC staff able to assist in an emergency.

	Clerk	
Risk No. 6	Employment and payroll. **Clerk/RFO**	• The Parish Council approves all annual pay adjustments and changes in accordance with national terms and conditions of service. • The Parish Council approves the standard Contract of Employment issued to all employees. • Payroll to be administered by the Clerk/RFO and will be checked by at least two members of the Parish Council. • Salary to staff members is to be made by cheque.
Risk No. 7	Record Keeping: Asset Register & Financial Risk Assessment Financial Regulations Standing Orders Code of Conduct Freedom of Information Data Protection Loss of computer records. **Clerk/RFO.** Register of Interests **Clerk/Individual Cllrs**	• Reviewed/Updated annually during August • Reviewed/Updated annually during August • Reviewed/Updated annually during August • Reviewed/Updated annually during August • Reviewed/Updated annually during August • Reviewed/Updated every two years next review August **2026** • Reviewed/Updated every two years next review August **2026** • At least once a quarter a backup is taken from the laptop. • Reviewed/Updated every two years next review **2027**