

RISK REGISTER

Item	Risk identified	Likelihood	Impact	Management of risk	Actions/notes	Policy documents
MANAGEMENT Business continuity	Council not being able to continue its business due to unexpected or tragic circumstances	Low	High	Timely records of meetings kept with suitable backups of files made to hard drive and cloud. Passwords to be shared with the Chair and other nominated councillor for resilience	Parish Clerk	
MANAGEMENT Meeting Location	Meeting place becoming unavailable or unsuitable	Low	Low	A list of alternative locations for meetings kept with the Clerk	Parish Clerk	
MANAGEMENT Council Records	Loss through theft, fire or damage, corruption of computer system	Low	Low	Suitable backups of files made to hard drive, cloud and where suitable the web site. The Council maintains up to date anti-virus protection on the computer.	Parish Clerk	
MANAGEMENT Freedom of Information Act	Breach of the Act	Medium	Medium	Council to have a Freedom of Information Policy in place. All relevant information to be kept secure via passwords if digital or lock and key for paper.	All persons handling personal information to relevant Freedom of Information Act training	Freedom of information policy
MANAGEMENT Clerk	Possible loss of Clerk, Genuine mistakes, Fraud	Low	High	Training budget provision made to allow for training of a new Clerk if necessary.	Clerk	Possible loss of Clerk, Genuine mistakes, Fraud
MANAGEMENT Members Interests	Conflict of Interest Fail to Register Member's Interests	Medium	Medium	Councillors have a duty to declare any interest at the start of the meeting. Register of Member's Interests Form to be reviewed at least on an annual basis.	All councillors to read and understand the code of conduct	Register of interest forms Code of conduct
MANAGEMENT Health & Safety at Work Act	Breach of the Act	Medium	High	Councillors have a duty to ensure that council activities or responsibilities compile	All councillors understand their duty of care by attending training	Health & Safety Policy

RISK REGISTER

Item	Risk identified	Likelihood	Impact	Management of risk	Actions/notes	Policy documents
FINANCE Financial Control	Failure to maintain proper financial control resulting in inability of Parish Council to set a legal budget.	Low	High	Internal financial management supported by Financial Regulations Annual spending plans formulated	Responsible Officer/Parish Council	Standing Orders and Financial Regulations
FINANCE Precept	Inadequate Precept	High	High	Begin sound budgeting to underlie annual Precept. The Parish Council receives monthly updates of Parish Council financial situation which is checked monthly by a Councillor. The Precept is an agenda item at the January/February Council meeting.	Responsible Officer/Parish Council	
FINANCE Insurance	Inadequate insurance, Insurance that does not comply with requirements, is overly expensive, lacks appropriate fidelity guarantee.	Low	High	An annual review is untaken of all insurance arrangements in place. Employer's Liability, Public Liability and Fidelity Guarantee are legal requirements.		Standing Orders
FINANCE Cash	Loss through theft or dishonesty	Low	Medium	Petty cash payments will be recorded and checked by a Councillor monthly Cash to be kept in a locked tin	Parish Clerk	
FINANCE Financial Control and Records	Inadequate checks and balances	Low	Low	Monthly reconciliation carried out by the Clerk. Two signatories on all cheques and pre-agreed Direct Debit arrangements. Payment schedule of all cheque payment and Direct Debits approved by Council monthly. S137 payments are approved by Council.	Responsible Officer (Parish Clerk)	Financial regulations

RISK REGISTER

Item	Risk identified	Likelihood	Impact	Management of risk	Actions/notes	Policy documents
FINANCE VAT	Failure to reclaim/charge correctly	Low	Low	Financial regulations to set out the requirements. A VAT return is to be completed annually.	Parish Clerk	Financial regulations
FINANCE Election Costs	Risk of election costs	Low	Low	Risk of election costs is higher in an election year, although an election could be called any time following a casual vacancy. No measures can be employed to reduce the risk of a contested election. Budget provision and reserves to cover costs if necessary.	Review reserves and include provision when setting budget if necessary	
FINANCE Annual Return	Not submitting within the time limit	Low	Medium	Time limit well established. Annual Return to be completed and signed by the Council, with the Internal Auditor check having been completed and signed before submitting for External Audit.	Responsible Officer (Parish Clerk)	
FINANCE Internet banking	Issues with authorisation	Low	High	Internet banking policy to be adhered to	Parish Clerk and bank signatories	Internet banking policy
ASSETS Bus Shelters	Loss or damage	Medium	Low	A review of assets is undertaken annually for insurance provisions and Asset Register update. Any maintenance or replacement is approved by Council as necessary.	Ensure inspections and review are carried out. Ensure adequate reserves and insurance for unexpected repair works	
ASSETS Toilets	Damage or fire	Medium	Low	Toilets kept locked at night & checked daily when opening and closing	Ensure adequate reserves and insurance for	

RISK REGISTER

					unexpected repair works	
--	--	--	--	--	-------------------------	--

Item	Risk identified	Likelihood	Impact	Management of risk	Actions/notes	Policy documents
ASSETS Notice Boards	Loss or damage	Low	Low	Notice Boards to be regularly checked when putting up new notices	Ensure annual inspections are carried out	
ASSETS Office Equipment	Loss or damage	Low	Medium	Ensure adequate Insurance cover for office equipment. Laptop to be kept secure		Insurance policy
ASSETS Sports Field	Damage	Medium	Low	Regular inspection by Council staff and feedback from users. Fencing and gates to be kept maintained to deter Boar damage.	Ensure adequate ground maintenance contract to ensure continued usable play surface	
ASSETS Play Area and equipment	Damage or broken equipment Injury to user if not maintained	Medium	High	Regular Inspections need to be carried out to review condition of play equipment and play area. Play equipment needs to be cleaned periodically and the grass kept short Play equipment to be maintained under a service contract	Ensure adequate ground maintenance contract to ensure continued usable play surface. Engage suitable playground maintenance contract	Health & Safety Policy
ASSETS Car Park and railings	Damage	Low	Low	Regular inspection by Council staff and feedback from users	Consider introducing parking bay markings and terms of use signage	
ASSETS Vehicle activated signs	Damage or broken	Medium	Low	Regular inspection by Council staff and feedback from users. Suitable reserves to be kept for emergency repairs		
ASSETS Gazebo & Christmas Gazebo	Damage or broken	Medium	Low	Failure of Gazebo at an event	To be inspected before erecting. Not to be used if frame is damaged	Health & Safety Policy

Item	Risk identified	Likelihood	Impact	Management of risk	Actions/notes	Policy documents
LIABILITY Legal Powers	Illegal activity by council	Low	High	All activity and payments made within the powers of the Parish Council to be resolved and clearly minuted. Ensure clear terms of reference Ensure all councillors receive adequate training as to the powers and limitations of Parish Councils	Encourage councillors to attend GAPTC courses	Standing orders Financial regulations
LIABILITY Minutes/Agendas/Statutory Documents	Inaccuracy and legality Non-compliance with statutory requirements	Low	High	Minutes and agendas are produced in the prescribed method and adhere to legal requirements Minutes are approved at the next Full Council Meeting. Minutes and agendas are displayed according to legal requirements. All meetings are conducted by the Chair (or in their absence the Vice-Chair).	Undertake adequate training. Members to adhere to Standing Orders, Code of Conduct and Financial Regulations.	Standing orders
LIABILITY Public Liability	Risk of injury or damage to third party, property and individuals	Medium	High	Insurance is in place. Appropriate risk assessments undertaken and reviewed.	Ensure adequate public liability insurance cover. Ensure Risk assessments for items, events and activities are undertaken and reviewed by a suitably qualified person	Health and Safety policy. Public liability insurance contract. Written Risk assessments.

RISK REGISTER

Item	Risk identified	Likelihood	Impact	Management of risk	Actions/notes	Policy documents
LIABILITY Employer Liability	Non-compliance with employment law	Low	High	Undertake appropriate training. Ensure Employment Policies are up to date	Ensure chair and clerk have appropriate training	Employment contracts
LIABILITY Legal Liability	Legality of activities Properly and timely reporting via Minutes Proper document control	Medium	High	Clerk to clarify legal position on proposals and seek advice as necessary Council always to receive and approve minutes at all meetings Retention of policy documents for the appropriate period.	Parish Clerk	

Item	Risk identified	Likelihood	Impact	Management of risk	Actions/notes	Policy documents
GROUND STAFF	Not currently applicable					