

Parish Council Risk Register Updated July 2019

Identified Risk	Owner	Likelihood	Consequence	Mitigation strategy	Residual risk
Inadequate precept for activities	Clerk and PC	Green	Red	Budget and expenditure presented quarterly to whole PC. Forward planning for potential expenditure by the PC and approved quarterly. Annual budget approved by whole council and realistically based on previous spending and projected spending.	Green
Accurate minutes not available to PC	Clerk	Green	Yellow	Final copy of minutes referenced and stored on hard drive, external drive and paper copy kept in PC office. Draft Minutes sent to all Councillors and interested parties not less than 3 clear days prior to PC meetings and draft approved and amended if necessary at PC meetings.	Green
Inability to maintain a quorum in the PC	Chair	Green	Red	Vacancies advertised as and when they arise. Maintain contact with the Parish through the parish magazine, website and networks.	Green
Fraud by Councillors	Chair	Green	Red	Register of Councillors interests. Code of Conduct in place and agreed by all Councillors. Agenda Item for declarable interests at each PC meeting.	Green
Fraud by staff	Chair	Green	Red	Accounts checked monthly by PC. Quarterly finance sheet prepared by Clerk and checked by all PC. Annual finance sheet placed on PC website and village notice board. Cheques or online payments authorised by two Councillors authorised by the whole Council to do so. Clerk does not have authority to sign cheques or authorise payments.	Green
Theft of PC computer	Clerk	Green	Red	Password protection on computer. Hard drive data backed up regularly on external hard drive.	Green
Theft of PC data	Clerk	Green	Yellow	Computer password protected and personal data not stored	Green
Harm to members of the public from PC assets e.g. benches	Clerk	Green	Yellow	Public liability insurance is held for all assets owned by the PC	Green
Harm to members of public from playground equipment	Clerk	Green	Red	All playground equipment inspected annually by RoSPA and public liability insurance for playground equipment is in place.	Green
Harm to PC staff from members of the public	Clerk/All Councillors	Green	Yellow	Staff attending meetings on one to one basis to inform Chair or other Councillor on date of meeting, people attending and address. Contact made with Chair/Cllr when returned.	Green

Key;

Green	Low
Yellow	Medium
Red	High