

## Toddington Parish Council Risk Register

Adopted 200106/ Minute reference 200106/10

Assessment Scoring: 1 = low; 2 = low/medium; 3 = medium/high; 5 = high

Activity	Risk	Cause	Effect	Likelihood	Severity	Score	Actions
<b>1. Finances</b>	Sudden large expenditure required or excessive under budgeting	Unforeseen problem / Poor budgeting	Service not provided. Lack of confidence in council. Inability to carry out functions. Insufficient funds for contingencies	2	3	5	Council has some reserves. Insurance in place to cover major risks. Careful budget planning
<b>2. Finances</b>	Fraud	Inadequate controls	Loss of funds	1	5	6	Annual internal & external audit. Bank balances reported at every meeting with bank reconciliation. Bank balance and expenditure audited by councillor twice a year. Cheques signed by 2 councillors upon sight of original invoice
<b>3. Contractors</b>	Contractors not supplying services	Unavailable due to illness, poor weather	Poor Services	2	4	6	Contracts are defined. Contracts are informally monitored by Clerk & Councillors. Corrective action taken as required
<b>4. Parish Council records and archives</b>	Loss of Parish Council records and archives	Fire, Flood, theft		2	4	6	Lodge archived records with Gloucestershire County Council's Archives Office
<b>5. Records</b>	Loss of documents on Clerk's computer	Computer crash, fire, theft, flood	Loss of records	2	5	7	Back-up copies onto portable memory stick and kept in fireproof filing cabinet, plus electronic storage on a secured site on the cloud. Minutes kept as hard copies and copied to all councillors. Minutes & policies held on parish council website. Instate & update Chairman's Box* with updated memory stick containing all files.
<b>6. Clerk to the Parish Council</b>	Unavailability	Resignation, illness	Work to of the Parish Council can not be carried out	2	5	7	Urgent work carried out by the Chairman and other Councillors. Contact GAPTC about availability of temporary cover or approach other local Clerks.
<b>7. PC Meetings</b>	Accommodation unavailable for meetings	Damage to Village Hall	Meeting room unavailable	1	2	3	Use nearby village hall or similar amenity
<b>8. Membership of the Parish Council</b>	Vacancies on council	Resignation, retirement, insufficient nominations at elections	Meetings cannot be held due to not being quorate	2	5	7	Identify on an unofficial basis local residents who might be interested in becoming councillors.
<b>9. Finance + Members of the Council</b>	Increased workload due to greater number of planning Applications	An increase in planning applications requires more Council time within a short timescale	Meetings need to be held more frequently, difficult to plan availability of sufficient number of Cllrs to be quorate. Clerks hours + workload are increased, impacting the budget.	3	4	7	Plan meetings ahead on a rolling 12 month basis. Cllrs should attend meetings wherever possible. Identify Cllrs' availability in order to call an extra meeting, if required. Respond quickly to planning applications + Clerk to request extension if needed.
<b>10. Assets</b>	Damage	Vandalism, Accident, Storms	High cost of repair. Loss of Assets. Disruption. Damage to public property or person	2	2	4	Insurance Cover. Maintain up-to-date register of assets. Regular maintenance for physical assets. Annual review of risk and adequacy of insurance cover.

\* Chairman's Box to contain memory stick of financial records, copy of clerk's contract and passwords to the parish council laptop, secure drive on the cloud and website.