

Temple Guiting Parish Council Risk Register and Policy

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

Activity	Risk	Cause	Effect	Likelihood	Severity	Score	Actions
1. Finances	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	1	3	4	Council has some reserves. Insurance in place to cover major risks. Budget reviewed regularly against expenditure and planned expenses
2. Finances	Fraud/unlawful spending	Inadequate controls	Loss of funds	1	5	6	Annual internal audit. Bank balances reported at every meeting. Bank statements available at meetings. Cheques and stubs signed by 2 signatories One councillor to approve electronic payments. All payments approved at meetings and noted in minutes. Clerk to ensure legal powers available.
3. Finances	Non-payment of, or reduction in, precept	Government spending cuts	Services cannot be provided.	1	5	6	Reserves available for 6 months operations.
4. Contractors	Contractors not supplying services	Unavailable due to illness, poor weather	Poor services	0	0	0	No contracts in place. Informal contract for hedge cutting and snow clearing by snow warden.
5. Parish Council records and archives	Loss of Parish Council records and archives	Fire, flood, theft, computer hacking/crashing at Clerk's address.		1	1	2	Lodge archived records with Gloucestershire County Council's Archives Office

6. Records	Loss of documents on Clerk's computer	Computer crash, fire, theft, flood	Loss of records	1	5	7	Documents backed up to cloud/memory stick. Minutes kept as hard copies. Agendas, minutes & policies held on parish council website. TGPC email system open for Chair/ Vice Chair to use.
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7. Clerk to the Parish Council	Unavailability	Resignation, illness	Work 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.
7. PC Meetings	Accommodation unavailable for meetings	Damage to Village Hall	Meeting room unavailable	1	2	3	Use nearby village hall or similar amenity
8. Membership of the Parish Council	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.
9. Assets - general	Damage	Vandalism, accident, storms, theft	High cost of repair. Loss of assets. Disruption. Damage to public property or person.	2	2	4	Insurance cover. Up-to-date register of assets kept. Annual review of risk to each asset and adequacy of insurance cover.

10. Assets - lease for village hall and recreation field	Lease terminated	Actions of landlord/ TGPC / VHRC/TG school/guests	Nowhere for council meetings, school lunch and events, village events, visitor car park unavailable.	1	5	6	Rolling 3 year lease signed. Regular meetings with landlord and reports from VHRC. Fund built up for possible legal costs.
11. Assets - Allotments	Falling trees or vegetation or gate opening into road.	Lightning/ rotten tree/plants/gate left unfastened.	Accidental damages suits. Traffic accident due to open gate.	1	5	6	Insurance policy. Annual survey and removal of dangerous vegetation/trees. Considering sign asking users to close the gate.