

Risk	Date	Business	Risk description	Risk	Existing controls	Control	Previous period residual Risk			This period residual Risk			Risk trend	Additional Mitigating Actions	Action	Due	Target	Risk status after mitigations	
							Likelihood	Impact	Risk status	Likelihood	Impact	Risk status						Likelihood	Impact
1	01/11/2022	Strategic	<b>Loss of Chair/Councillors/Clerk</b>	Council	None	Council	NEW (not assessed)	NEW (not assessed)		4	4	16	→ Stable / No Movement	Prompt advertisement of vacancies Improved community liaison through FB/website Painting a positive picture of the Council in conversation	Council	Nov meetin	3	3	9
2	01/11/2022	Strategic	<b>Council is overwhelmed by requests for information and/or complaints which must legally be answered</b>	Council	None	Clerk/RFO	NEW (not assessed)	NEW (not assessed)		5	4	20	↗ Risk Increasing	Initial impact analysis of all formal requests Prioritise timebound requests Share work between Clirs	Clerk	Nov meetin	3	3	9
3	00/11/2021	Financial control	<b>Annual precept funding not received. Budget and precept not agreed Oct/Nov and not submitted by RFO by 31st Jan</b>	Council	RFO to submit timely return to DC and confirm to council. RFO to confirm receipt to Council.	RFO/Clerk				1	5	5	→ Stable / No Movement						0
4	00/11/2021	Financial control	<b>Over spending</b>	Council	PC review quarterly or as required to review the budget and monthly finance report. All spending to be authorised in line with Financial Regulations	RFO/Clerk				1	3	3	→ Stable / No Movement						0
5	00/11/2021	Financial control	<b>Rental income not received</b>	Council	Include on agenda	RFO/Clerk				1	1	1	↗ Risk Increasing	New rent to be agreed Nov budget meeting. Invoice to be sent out 2 months in advance of due date. Receipt or otherwise of monies to be confirmed to Council.	Clerk				0
6	00/11/2021	Financial control	<b>Fraudulent or erroneous banking payments</b>	Council	Bank account reconciled and audited Quarterly fidelity check completed by independent Clir PC monthly approval of all payments Cheque stubs to be signed by 2 clirs BACS payments to require 2 signatories Clerk/RFO to invoice and	RFO/Clerk				1	3	3	↗ Risk Increasing	Support for new Clerk	Chair				0
7	00/11/2021	Financial control	<b>Unable to meet grant applications</b>	Council	Quarterly monitoring of grant reserve by Council. Top up or annual closure of grant reserve to be approved by Council	RFO/Clerk				1	1	1	→ Stable / No Movement						0
8	00/11/2021	Financial control	<b>Goods or services paid for but not received</b>	Council	Ongoing- each job/project checked when completed. Certified by proposing Clir as complete	RFO/Clerk				1	2	2	→ Stable / No Movement						0

	00/11/2021	Financial control	<b>VAT errors are made</b>	Council	Claimed monthly or whenever exceeds £100 due. Approved HMRC software used, RFO to check calculation manually. HMRC website info using Government gateway log in V126 Form. RFO to check monies received	RFO/Clerk	1	1	1	1	1	1	→ Stable / No Movement						0
10	00/11/2021	Financial control	<b>Salary, Cllr allowances and expenses paid in error</b>	Council	Ongoing- timesheets agreed by Chairman monthly. Cllrs provide minute and expense receipts of claims.	RFO/Clerk	1	2	2	2	1	2	↗ Risk Increasing						0
11	00/11/2021	Financial control	<b>Reserves held for garage, village green and election maybe inadequate</b>	Council	Reviewed by PC quarterly	RFO/Clerk	1	3	3	1	3	3	→ Stable / No Movement						
12	00/11/2021	Financial control	<b>Fail to obtain best value</b>	Council	produced following Financial Regulations Ensure propriety and minute all decisions.	RFO/Clerk	5	5	25	3	3	9	↘ Risk Decreasing						
13	01/11/2022	Asset mgmt	<b>Loss of allotment site</b>	Council		RFO/Clerk	(not asse	(not assessed)		5	3	15	↗ Risk Increasing	Additional Mitigating Actions: Make enquiries to landlord Quarterly Update:					9
14	00/11/2021	Asset mgmt	<b>Property damage occurs ( green, garage, telephone box, benches, cid notice board)</b>	Council	Ensure insurance covers all individual assets over £XXX Document damage on Asset Register	RFO/Clerk	5	5	25	2	2	4	↘ Risk Decreasing		Clerk	Jan meeti	3	3	0
15	00/11/2021	Safety & well being	<b>Falling trees and branches</b>	Council	Verges Rep to carry out quarterly inspection and report to Council any work needed	RFO/Clerk	3	3	9	3	2	6	→ Stable / No Movement						0
16	01/11/2022	Safety & well being	<b>Flood water in residential areas</b>	Council	Flood risk report to all meetings	RFO/Clerk	NEW (not assessed)	NEW (not assessed)		3	5	15	→ Stable / No Movement				3	3	9
17	00/11/2021	Safety & well being	<b>Problems may occur at one-off events held by the PC or on PC property</b>	Council	reviewed as and when an event occurs, PCC to be reminded to provide risk assessments when using the green in line with Ins policy	RFO/Clerk	5	3	15	2	2	4	↘ Risk Decreasing						
18	00/11/2021	Statutory	<b>Council awareness of legal powers</b>	Council		RFO/Clerk	3	3	9	4	3	12	↗ Risk Increasing	Legal powers to be read out annually at May meeting. Funding for RFO/ClerkCILCA training to be provided.	Clerk	May mtg			
19	00/11/2021	Statutory	<b>Loss of information and records</b>	Council	2 x USB drives and swapped monthly to be stored with Chair and	RFO/Clerk	3	3	9	3	3	9	No Movement	Ensure copies of records over 7 years old are available from the	Clerk	May mtg			
20	00/11/2021	Statutory	<b>Insecure data storage and information</b>	Council	Fireproof storage to be considered if required	RFO/Clerk	3	3		3	3	9	→ Stable / No	Additional Mitigating Actions: Review ICO guidance to parish Councils	Clerk	Feb mtg			

Risk Register WSMPC

Last Update: 01/11/2022 Review Nov, Mar, Jun, Sep

Risk Lead: Clerk

21	01/11/2022	Statutory	<b>Poor Councillor statutory knowledge</b>	Council		RFO/Clerk	NEW (not assessed)	NEW (not assessed)	#VALUE!	4	4	16	<b>⬆ Risk Increasing</b>	Training All Cllrs to consider one training module pa.	Councillors	Jan meeting	1	4	4
22	00/11/2021	Statutory	<b>Cllr conflict of interest</b>	Council		Individual Cllrs	3	3	9	2	1	2	<b>⬇ Risk Decreasing</b>	Standing orders Cllrs to reelect on agenda to identify interests including non registerable interests, e.g., family, voluntary work etc.	Councillors	on going			