

## Naunton Parish Council Risk Register - likelihood etc

Approved at November 2023 meeting

Reviewed and approved at November Council Meeting 2023 Item 8 (e)

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

	Risk	Cause	Effect	Likelihood	Severity	Score	Actions
<b>Activity</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 and review of adequate reserves at budget planning time in November
<b>1. Finances</b>							
	Fraud	Inadequate controls	Loss of funds	1	5	6	Annual internal & external audit (if income/expenditure is greater than £25,000). Bank balances reported at every meeting with bank reconciliation. Internal audit control policy adopted by Council and audits to take place twice a year by councillors. (See internal audit policy for detail.) Cheques signed by 3 councillors once payments have been approved by the Parish Council.
<b>2. Finances</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>3. Contractors</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>4. Parish Council records and archives</b>							

	Loss of documents on Clerk's computer	Computer crash, fire, theft, flood	Loss of records	2	5	7	Back-up copies on portable memory stick. Originals on OneDrive for access by all to access files in emergencies. Minutes on the website, and copied to all councillors. Signed hard copies filed and scanned. Policies held on parish council website.
<b>5. Records</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. OneDrive enables the Parish Council to access files and work in case of emergencies.
<b>6. Clerk to the Parish Council</b>							
	Accommodation unavailable for meetings	Damage to Village Hall	Meeting room unavailable	1	2	3	Use nearby village hall or similar amenity e.g. St Andrews church.
<b>7. PC Meetings</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>8. Membership of the Parish Council</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 of physical assets. Annual review of risk and condition of assets and adequacy of insurance cover.
<b>9. Assets</b>							