

RISK MANAGEMENT REPORT 2022/2023

Risk No.	Description (The risk is that.....)	Impact (The risk to the authority would be.....)	Likelihood score (1-3)	Impact score (1-3)	Risk rating (high, medium, low)	Response (what actions have been taken)
ASSETS						
1 Notice board	Doors come loose and fall off Fixings come loose and notice board falls off	i) Damage to the notice board ii) Injury to a person iii) Financial cost iv) Possible legal action	1	2	Low	Checked at least monthly
2 Information board	Fixings come loose and board falls off	i) Damage to the notice board ii) Injury to a person iii) Financial cost iv) Possible legal action	1	2	Low	Checked monthly
3 Cemetery porch	Any damage to the structure causes stone to fall on to the highway or on to visitors	i) Damage to passing or parked vehicles ii) Injury or death to passers by or visitors iii) Financial cost iv) Possible legal action v) Reputational damage	1	3	Medium	Checked quarterly
4 Toshiba laptop	No longer in use	N/A	N/A	N/A	N/A	N/A
5 A4 HP Envy Printer	Printer is damaged Printer is stolen	Financial cost/Loss of productivity whilst rectifying the situation	1	3	Medium	Insurance in place. Stored safely at Clerks address

6 Filing cabinet	Filing cabinet is damaged Filing cabinet is stolen	Financial cost/Loss of records/Possible data breach/Possible legal action/Reporting to IOC/Reporting to monitoring officer/Reporting to HMRC/Reputational damage/Insurance claim/Loss of productivity whilst rectifying the situation	1	3	Medium	Insurance in place. Stored securely in home office
7 Defibrillator and cabinet	Items are damaged Items are stolen	i) Financial cost ii) Loss of productivity iii) Damage to village hall wall iv) Insurance claim	2	3	Medium	Checked at least monthly
8 Grit bin x 3	Item is damaged Item is stolen	Loss of productivity/Financial cost/Insurance claim	1	1	Low	Checked annually
9 Projector	Item is damaged Item is stolen	Loss of productivity/Financial cost/Insurance claim	1	2	Medium	Stored securely at the Village Hall

10 Projector screen	Item is damaged Item is stolen	Loss of productivity/Financial cost/Insurance claim	1	1	Low	Stored securely at the Village Hall
11 BT phone box	Item is damaged	Loss of productivity/Financial cost/Insurance claim	2	2	Medium	Checked at least quarterly
12 HP 2Q1H9EA#ABU Laptop in White	Item is damaged Item is stolen	Financial cost/Loss of records/Possible data breach/Possible legal action/Reporting to IOC/Reporting to monitoring officer/Reporting to HMRC/Reputational damage/Insurance claim/Loss of productivity whilst rectifying the situation	1	3	Medium	Insurance in place. Stored securely in home office
13 Memorial bench - Adcombe	Item is damaged	Loss of productivity/Financial cost/Insurance claim	1	2	Medium	Checked quarterly

14 Mobile phone	Item is damaged, lost or stolen	Financial cost/Loss of records/Possible data breach/Possible legal action/Reporting to IOC/Reporting to monitoring officer/Reporting to HMRC/Reputational damage/Insurance claim/Loss of productivity whilst rectifying the situation	1	3	Medium	Insurance in place. Stored securely in home office. In shatterproof case and kept with the Clerk when on Parish Council business out of the home office space
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CONTRACTED SERVICES

1 Maintenance of assets and upkeep of parish amenities	Repairs not undertaken in a timely manner when work required has been identified Contractors do not undertake works to the standard required The necessary insurances and risk assessments are not	Potential for the Parish Council to be sued/Insurance claim required/Reputational damage/Financial cost/Possible legal action against the Parish Council	1	3	Medium	Repairs carried out promptly when identified/Maintenance work eg grass cutting, tree removal etc contracted out
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FINANCE

1 Banking

Payments in are not banked in a timely manner and are lost Banked payments are not recorded correctly

Financial cost/Investigation by the monitoring office at the District Council/Investigation by HMRC/Investigation by External Auditor/Legal action may be taken against the Parish Council/Additional workload to research issues and concerns and rectify - negative effect on productivity/Reputational damage

1

3

Medium

All sums banked at High Street bank/Precept and grants from District Council paid by BACS direct to bank account/Monthly bank reconciliations provided by RFO/No petty cash float maintained/Payments requested by cheque or BACS and any cash received is immediately banked

2 Financial controls	Fraudulent activity could take place Errors are made in accounting procedures	Financial cost/Investigation by the monitoring office at the District Council/Investigation by HMRC/Investigation by External Auditor/Legal action may be taken against the Parish Council/Additional workload to research issues and concerns and rectify - negative effect on productivity/Reputational damage	1	3	Medium	Budget continuously monitored and reported to Council quarterly with reconciliations/Original bank statements inspected by Members/Two Member signatories on cheques and counterfoils initialled/All payments minuted in full and details entered on invoices/RFO provides advice on legality of payments/When in doubt seek advice of SALC
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3 Customs and Excise	VAT is not reclaimed Vat reclaimed is not allowable	Financial cost/Non-compliance with HMRC/HMRC investigation	1	3	Low	VAT payments and claims calculated on (at least) an annual basis by RFO/Internal Auditor provides check/Relevant training to be undertaken by the RFO if required
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4 Budgeting process	Inaccurate budgeting could lead to inaccurate precept request	Precept request not enough to cover expenditure/General reserve not adequate enough to cover unexpected costs/Excessive precept request results in excess reserves with no plans in place for projects to benefit the parish/The Parish Council may be reported to the monitoring office at the District Council/Additional workload to research issues and concerns and rectify - negative effect on productivity/Financial cost implication vii) Reputational damage	1	3	Medium	Actual income and expenditure monitored against budget heads throughout the year/Council considers draft detailed budget in Nov/Dec/Precept derived directly from this, ensuring adequate levels of reserves are maintained in case of unexpected expenditure
5 Borrowing restriction: No borrowing is anticipated	N/A		1	1	Low	N/A

6 Liability	Actions undertaken as instructed by the Parish Council may prove a risk to third party, property or individuals	The Parish Council may be reported to the monitoring office at the District Council/Legal action may be taken against the Parish Council/Financial cost/Additional workload to research issues and concerns and rectify - negative effect on productivity/Reputational damage	2	3	Medium	Suitable insurance in place/Reviewed annually
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LEGAL LIABILITY

1 Activities within legal powers	Project, initiatives and actions are undertaken that are not under the Powers and Duties of the Parish Council	The Parish Council may be reported to the monitoring office at the District Council/Legal action may be taken against the Parish Council/Financial cost/Additional workload to research issues and concerns and rectify - negative effect on productivity/Reputational damage	1	3	Low	Ensure activities are within legal powers/Clerk to clarify legal position on any new proposal/Clerk to seek advice when necessary from SALC
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2 Meetings	Meetings are called and undertaken unlawfully	The Parish Council may be reported to the monitoring office at the District Council/Legal action may be taken against the Parish Council/Financial cost/Additional workload to research issues and concerns and rectify - negative effect on productivity/Reputational damage	1	3	Low	Clerk to ensure that summons and agenda are properly issued and notices are displayed within the legal timescales/Meetings to be conducted as per the following policies: Code of Conduct, Standing Orders and Financial Regulations
3 Document control	Records are lost Records are stolen Records are destroyed	Additional workload - negative effect on productivity/Financial cost/Confidential information exposure/Reputational damage/Failure of the operation of the Parish Council	1	3	Low	Historical records stored at Somerset County Records Office/Other important records stored in metal fireproof locked filing cabinet/Information stored and backed up securely online

4 Members propriety	A councillor has a conflict of interest and this is not declared Actions taken by an individual to benefit said individual and not the parish	Financial cost/Reputational cost	1	3	Medium	Register of interests updated comprehensively every four years/Members requested to register any changes to details listed in the register as soon as they occur
5 Data protection (GDP	Data released to others that permission has not been given for Data is incorrect or out of date Data is lost	Persons private information is used for illegal purposes/Persons private information is shared with unknown parties/Potential to be sued/Financial cost to the Parish Council/Reputational damage	2	3	Medium	Data protection rules followed/Privacy statement in place

CEMETERY

1 Records	Records are lost	Research and re-stating of interments, reservations and memorial requests will need to be undertaken to ensure accurate records are available/Distress caused to relatives and friends/Financial implication to the Parish Council/Legal action possible	1	3	Low	Interment and reservation requests to be dealt with and logged as soon as possible/Back up records to be stored securely online
2 Record keeping	Accurate records are not kept	Plot may need to be exhumed - causing distress relatives/friends/Financial implication to the Parish Council/Potential for the Parish Council to be sued	1	3	Low	Interment and reservation requests to be dealt with and logged as soon as possible/Payments made to be banked (where applicable) as soon as possible

3 Burial in correct plot	Burials not undertaken in the desired plot	Plot may need to be exhumed - causing distress to relatives and friends/Financial implication to the Parish Council/Potential for the Parish Council to be sued/Reputational damage	1	3	Low	Accurate records to be kept/Clerk and Cllr to check plots and spaces remaining on a regular basis/Position of grave to be checked when interment request received and accurate information communicated to funeral director
4 Receipt of fees	Correct fees paid for reservations/interments and memorials	Incorrect income being received	1	2	Low	Clerk to keep table of fees up to date/Clerk to ensure correct fees paid by funeral directors and monumental masons/Payments to be banked as soon as possible

5 Unstable memorials	<p>i) Fallen memorials – potential trip hazard</p> <p>ii) Potential for unstable memorials to fall, causing damage or injury</p>	<p>Potential for the Parish Council to be sued/Insurance claim required/Reputational damage</p>	1	3	Low	<p>Clerk/Cllr to check annually and contact next of kin (if known) to carry out repairs</p>
6 Trees	<p>i) Falling branches may cause damage to memorials/wall/ or injury/death to visitors to the cemetery</p> <p>ii) Trees may fall if not maintained adequately causing damage to memorials/wall or injury/death to visitors to the cemetery</p>	<p>Potential for the Parish Council to be sued/Insurance claim required/Reputational damage</p>	2	3	Medium	<p>Initial inspection of the trees undertaken 2017/Full inspection every two years/Visual inspections 3/4 times per annum by contractor, Clerk and or Cllrs/Sycamore tree deemed potentially dangerous and was removed in October 2021</p>