

## Grimstead Parish Council Risk Register

Risk	Impact	Mitigation Strategy	Owner	Status/Action
<b>1. Financial</b>				
1.1 Non-payment of precept and grant	Limited access to funds until Wiltshire Council pay	Clerk monitors bank statements regularly	Clerk	In place
1.2 Loss of R2 funds generated from S106 agreements	Funds lost if not used within specified time limits	Parish Council to have a list of suitable uses of R2 on the back burner	ED	Not in place yet £4,000 available (6/6/16)
1.3 Loss of funds through dishonesty	PC unable to function Reputational damage External oversight	Bank reconciliation to be made of a monthly basis A list of invoices paid/cheques written in the period to be presented to full Parish Council meetings Current Account to be operated on payment by cheque system with two authorised members signing Accounts to be audited annually by the Council's Internal Auditor and an External Auditor	Clerk	In place
1.4 Requirement to fund unforeseen activities e.g. recruitment & training new clerk; property maintenance	Deferment or cancellation of planned expenditure	Financial reserves	ED	In place
1.5 Electors unable to exercise their rights	Breach of Accounts and Audit Regulations	Accounts published - on Parish Council website and on notice boards Notify electors that accounts have been published and invite questions	ED	In place
<b>2. Assets</b>				
2.1 Defective play equipment	Negligence claim against the Parish Council	Annual inspection of play equipment Inspection recommendations actioned within timely manner (expectation of insurers) Insurance cover	ED	Generally in place but more timely actioning of inspection recommendations required

Risk	Impact	Mitigation Strategy	Owner	Status/Action
2.2 Damage to other assets	Unforeseen expenditure	Annual inspections Insurance cover	ED	N/A as none at present
<b>3. Records</b>				
3.1 Loss of Parish Council records	Non-fulfilment of statutory responsibilities	Paper records held in secure location Computer backed-up regularly (monthly) – back-up kept in different location to main computer Computer virus protected	Clerk	In place
3.2 Inability to update website	Non-fulfilment of statutory responsibilities – if agenda and meeting minutes not published on notice boards	More than one person trained in website maintenance – all councillors have login information	GS	In place
3.3 Inappropriate use of village email registers	Breach of Data Protection Act – could lead to prosecution	Opt-out message included in all mass emails Restricted access to and use of email register Email managers to be aware of Data Protection principles	RRC	Gill to check that these things happen in E Grimstead? Ross to provide link to information on DP principles
<b>4. Other</b>				
4.1 Councillors involved in decisions in which they have an interest	Possible accusations of 'corruption'	Register of Interests maintained by Wiltshire Council and notifications of changes given by Parish Council Agenda item at each Parish Council meeting	All	In place
4.2 Contracts let improperly	Possible accusations of 'corruption' Extra expense in re-tendering	Contracts to follow the Grimstead financial regulations, which are slightly different from the Wiltshire Council regulations - the model regulations are on various websites (Wiltshire, WALC, NALC) and we can choose for ourselves	Clerk	In place