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Wakes Colne Parish Council

Strategic Risk Register Assessment 2019

RISK LEVELS: H = HIGH M = MEDIUM L = LOW

Item no.	Risk Level	Identified Risk	Management of risk and action taken
1	L	Loss of Council records	Key records held in paper form, on computer and on a memory stick copy held with the current Chairman Current records e.g. minutes' agendas & financial records held, and current key documents, securely held by the Clerk. Archives located in secure, fire proof cabinet in Village Hall Title deeds and other legal documents located in fire proof cabinet located in Village Hall.
2	L	Loss or misappropriation of council funds	Transactions governed by Financial Regulations and Standing Orders. The Clerk is also mindful of the Governance and Accountability of Local Councils a Practitioners Guide 2010. Fidelity Cover included with insurance cover. Councillors are updated at Parish Council meetings, the balance in hand. All payments are listed on the agenda for approval. Cheques signed by two signatories, cheque stubs and invoices initialled.

3	L	Council unable to meet its financial obligations	Accounts subject to internal & external audit & scrutiny by Full Council Appropriate insurance cover Council is prohibited from spending beyond its resources and insures against major risks
4	M	Loss or damage to Parish Council property	Items owned by Council are insured. Council to do an annual inspection of its property to ensure all risks has been catered for. Other risks covered by insurance Consider photos of items to assist with any claims.
5	L	Parish Council Office	None – papers are located at the home of the Clerk All computer records are stored on a memory stick with the Chairman Any paperwork on site if yes is it stored securely.
6	M	Loss of services of Clerk without notice	Call temporarily on services of other local clerks. Seek EALC and/or NALC help with temporary assistance
7	M	Loss of services of Chairman without notice	Vice Chairman and other members of Council are available to cover
8	M	Third party claims against the Parish Council	Council's insurance cover
9	L	Legal or other insurance claims against the Council	Council's insurance cover
10	L	Loss of income or inadequate income to cover Council's financial obligations	Agree annual budget and precept claim to be lodged to Borough Council Council receives precept twice yearly from Colchester Borough Council
11	M	Claims against/by contractors whilst undertaking work on the Council's behalf	Council's insurance cover. Council to ensure that all contractors have their own insurance cover prior to commencement of any works.
12	L	Claims against the council to those using public footpaths etc	Council's insurance cover Parish Council only maintains specific paths under agreement/on behalf of Essex County who have their own insurance cover

13	L	Highways and other footways	County Council/ Colchester Borough Council responsibility, both councils have their own insurance cover
14	L	Injury using seats or bus shelters provided for public use by the Parish Council	Clerk advised by members of public community, police service officers and parish Councillors if any repair is required and appropriate action is taken. Seats & shelters to be inspected regularly by members of the council.
15	L	Injury due to poorly lit street in areas where Parish Council maintains street lights.	Annual inspection of lighting by contractor. All reported bulbs that are not working are repaired by contractor - A & J Lighting Solutions.

Re-Adopted

Date 8th May 2019

Minute reference 19/092 AA

SignedChairman

Review Date: May 2020