Milton under Wychwood Parish Council Risk Register - Top ten risks which could severely undermine the work of the Council

Approved at PC 18/03/2026

Subject area	Risk title	Impact/ consequence	Measures to prevent	Measures to reduce impact	Owner	Review conclusion
Staff	1 Loss of PC Clerk or RFO	No email or other correspondence with WODC, OCC, partners, suppliers or the public	• Monitor motivation • Good quality engagement between the Clerk and Councillors • Competitive salary	Councillor takes over responsibilities for email and other correspondence	Chair	Risk tested and well managed when previous Clerk resigned in 06/23
		Financial transactions not enacted and records not maintained		Fin Ctte Chair or other councillor assumes RFO responsibility		
		Salary of lengthsperson not actioned		Fin Ctte Chair or other councillor assumes RFO responsibility		
Data protection	2 Loss, theft, corruption of primary data	Records lost reducing ability to monitor committed actions or retrieve data needed for effective council performance	• Serviceable IT system and virus checker • Training for staff • Regular back up of data • Paper copies of vital documents	Backup hard drive Confirm key activities using back up hard drive	Clerk & RFO	Measures to prevent/reduce impact in place, training not needed because of Clerk & RFO experience
		Constrained ability to pay bills				
		Council business takes longer to enact and monitor Reputational damage				
	3 PC councillor membership	Meetings are not quorate so legitimate business cannot be conducted				Currently have 7/8 councillors. Discussions held

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Councillors	drops to the point where the remaining councillors cannot manage the business of the PC	Activities between meetings at risk of not getting done Vital tasks (eg annual audit) cannot be completed	• Identify individuals with ambition to become councillors • Review annually each councillor's commitment to remaining a councillor	• Coopt individuals willing to be councillors • Advise District Council so that the PC can be dissolved and fresh elections held	Chair & vice-chair	with potential candidate but not taken forward. Actions to reduce impact not currently needed Actions to coopt additional councillor agreed at March 2025 PC meeting

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Councillors	4 Reputational damage to the PC through deliberate or inadvertent actions of councillors or the Clerk/RFO	The credibility and authority of the PC is undermined in the eyes of its parishioners, suppliers, partners or other councils such as OCC and WODC	• Clarify areas of activity which, if neglected, could cause reputational damage • Ensure all councillors are clear what constitutes acceptable behaviour • Ensure councillors have knowledge of, and adhere to, standing orders on the conduct of council business	• Rapid identification of damaging behaviour and take action to rectify errors and/or apologise to affected parties	Chair	Councillors and Clerk/RFO are experienced so less likely to transgress. Actions which could cause an issue have been identified in a review of top 10 risks on 29/03/24. ***Suggest we get formal confirmation at April 2025 PC meetingfrom councillors that they have read the standing orders***

Subject area	Risk title	Impact/ consequence	Measures to prevent	Measures to reduce impact	Owner	Review conclusion
Financial	5 Financial mis-management	Not maintaining audit trails of financial decisions with a financial implication leading to qualified audits and/or WODC stepping in to rectify the position	• Policies governing financial activity are in place and understood by all councillors • Finance sub-committee meets regularly to review policies and oversee financial transactions • Monthly reconciliation of financial transactions are reviewed at the PC meeting	• Finance-sub-committee ensures on a quarterly basis that all financial activities are being conducted in accordance with PC financial regulations and policies • A councillor receives copies of all invoices >£50 prior to their payment	Finance sub-cmtee chair	All preventative measures are in place. ***Is DVdP still involved in conducting a review of financial activities?***
		PC lacks the cash to fulfil its financial obligations	See Risk 7 below	See Risk 7 below		
		Not keeping good records of all transactions	Quarterly review of financial activities by an independent person with relevant experience	RFO to liaise with DvdP to conduct the review		
		Not paying suppliers	Councillors requesting supplier payment receive confirmation from the RFO when payment has been made	More than one councillor is authorised to make payments		
		Making payments in cash without obtaining invoices	Councillors know regulation in relation to paying cash	Use of the PC debit card for small value payments		
		The occurrence of this risk could also lead to reputational damage (see above)	(see above)	(see above)		

Subject area	Risk title	Impact/ consequence	Measures to prevent	Measures to reduce impact	Owner	Review conclusion
PC business conduct	6 PC meetings, and activities outside of meetings, are not transparent and available for observation or participation by the people of MUW.	This would contravene the PC's own standing orders and could lead to reputational damage, loss of credibility and other players stepping in to rectify the position	All PC meetings and associated activities to be conducted in accordance with Standing Orders and PC policies	All councillors to be alert to potential transgressions and to remind each other of the need for transparency and accountability	Chair	This risk is well managed through the PC meetings where the most experienced councillors and Clerk/RFO provide advice and guidance

Subject area	Risk title	Impact/ consequence	Measures to prevent	Measures to reduce impact	Owner	Review conclusion
Financial	7 PC income is insufficient (or receipt is excessively delayed eg in a banking crisis) to support the range of activities and expenditure to which the PC is already committed or to cover unforeseen expenditure (eg legal action against the Council)	Suppliers, partners or bodies which the PC had committed to support are not paid, with potential reputational damage for the PC and increased difficulty in purchasing services going forward	• Setting annual budgets and rolling plans which maintain adequate headroom between income and expenditure to avoid the PC becoming insolvent • Quarterly and monthly reviews of income and expenditure to ensure they remain aligned to the agreed budget	• Holding cash in accounts with more than one bank • Ensuring that investments can be turned into cash at short notice	Fin Cttee Chair	***The preventative measures are well covered. Is holding cash in more than one account recognised as good practice? Are investments relatively liquid?***

Subject area	Risk title	Impact/ consequence	Measures to prevent	Measures to reduce impact	Owner	Review conclusion
PC business conduct	8 Entering into a contractual relationship with a supplier or third party which the PC cannot afford or is not in the long-term interests of the PC or the wider parish	Potential financial liability which the PC cannot meet and reputational damage	• Any contract above an agreed value requires at least two councillors to authorise • All contracts to be subject to a formal decision at a PC meeting before they can be signed	• Annual review of contracts to ensure compliance with the PC's Financial regulations • Ensure that all such decisions are taken at PC meetings • Process in place to govern letting of contracts <£25K value	RFO	All measures to prevent and reduce impact are in place
Uninsured third party liability	9 Becoming liable for third party damage/ injury which is not covered by the insurances in place for the PC	• PC and/or individual councillors become liable for substantial damages which cannot be claimed from the insurer. • PC becomes insolvent	• All councillors understand the scope of insurance coverage • Review at PC meetings of proposed activities by individual councillors to head off ones which carry this risk	• Share a summary of cover with councillors and check at PC meeting each year that they understand the implications	Chair	***Need to check at April 2025 meeting that all councillors have received a summary of cover and have read it***

Subject area	Risk title	Impact/ consequence	Measures to prevent	Measures to reduce impact	Owner	Review conclusion
Financial	10 Assets of the PC (or title to assets) are lost/ damaged/ mislaid	Loss of value and, potentially, excess or unbudgeted expenditure to restore assets or title to assets	• All key documents which secure the PC's ownership of assets are kept in a secure facility and a list of them maintained on the PC laptop • Regular review of assets and their value	• Key documents are Trust Deeds for each charity where the PC is trustee, title to ownership of the Recreation Ground, the pavilion, the Eco area, the Pound. Originals to be held by the Chair?	Chair & RFO	The Chair has copies of Recreation Ground documents but continues discussions with the Charity Commission on ownership. ***Who has other documents? Is a list maintained?***

Measures are colour coded: Green - in place Amber - under review Red – not actioned yet

Additional risks - work on the risks below will not be monitored to the same extent as the top 10 risks but will be subject to annual review

Subject	Risk(s) identified; potential impact	Risk Level H/M/L	Management/Control of risk	Action taken/ Action to be taken	Review conclusion
Councillors	Inadequate knowledge and understanding of PC policies	M	Information pack given to new Councillors containing Standing orders, Financial regs, Code of conduct, Terms of reference, Good Councillors Guide. Annual review of these documents; training budget in place. Councillors to report back to PC following any training.	Clerk/RFO to put pack together	***Need to produce the pack***
Councillors	Code of Conduct training and Register of Interests out of date	M	OALC membership ensures the clerk is aware of any changes in policy and procedure	Last update November 2022 – up to date	Register of interests updated following 05/24 election
Clerk	Inadequate knowledge and understanding of PC policies	M	Membership of SLCC; budget for training courses; oversight by experienced councillors	Clerk to consider training. Clerk to continue ensuring SLCC and OALC communication is read and understood	Clerk is very experienced so risk minimised
PC meetings	Insufficient Councillors present to form a quorum	L	Ensure regular communication with Councillors. All Councillors to confirm attendance on receipt of PC Agenda.	Chair to monitor councillor attendance	Low probability risk currently well covered
Legal/Statutory powers	Acting outside of legal powers	M	Ensure regular communication with Councillors. Review of Standing Orders and Financial Regulations to ensure Clerk adheres to policies and procedures.	Review standing orders and financial regulations	***When were orders and regs last reviewed?***

Subject	Risk(s) identified; potential impact	Risk Level H/M/L	Management/Control of risk	Action taken/ Action to be taken	Review conclusion
FINANCE					
Finance sub-committee	Act beyond legal powers	L	Terms of reference for committee in place; knowledge and understanding of Financial regulations	No further action needed	Risk covered
	Do not carry out their duties as agreed by PC	L	Report to PC on any meetings which take place; non-executive powers only. PC must be consulted before decisions made	No further action needed	Risk covered
Financial records	Inadequate or inaccurate records	M	Financial records discussed at PC meetings and in depth at FinCom meetings. Two Councillors also have access to bank accounts as well as the Clerk. Any issues to be raised with Clerk as soon as practicable.	No further action needed	Risk covered
Banking	Inadequate checks	L	The Parish Council has Financial Regulations which set out the requirements for banking cheques and reconciliation of accounts. Financial records discussed at PC meetings and in depth at FinCom meetings. Two Councillors also have access to bank accounts as well as the Clerk. Any issues to be raised with Clerk as soon as practicable.	No further action needed	Risk covered
	Loss of signatories or less than two signatories present at PC meeting	L	Cheques cannot be raised without two signatures; any signature obtained for a payment outside of PC meeting should then be reported to PC and approved.	Now bank payments can be made up to £70000 – to move towards a 'no-cheque' policy	***Have cheques been used in the last 12 months?***
Planning					

Subject	Risk(s) identified; potential impact	Risk Level H/M/L	Management/Control of risk	Action taken/ Action to be taken	Review conclusion
Planning sub-committee	Act beyond legal powers	L	Terms of reference for committee in place; knowledge and understanding of Financial regulations	No further action needed	Risk covered
	Do not carry out their duties as agreed by PC	L	Report to PC on any meetings which take place; non-executive powers only.		
	Insufficient Councillors to satisfy requirements	M	Appoint additional committee member at earliest opportunity.		
Councillors	Bringing Parish Council into disrepute	L	Councillors to receive Code of Conduct and other regulations/procedures as appropriate; Libel and slander insurance; All official correspondence to be sent by the Clerk and signed off by Chairman. Clear procedural Standing Orders; register of members interest to be annually and updated accordingly.	Covered by top ten risk 4	Risk covered
	Misrepresenting Parish Council; acting in isolation but claiming to represent Council	L	Relies on councillors' behaviour	Damage limitation by the PC if this risk comes to pass	Risk covered
	Not declaring an interest as necessary	L	All councillors to make declaration of interests	Register declarations updated following 05/24 election	Risk covered
Lengthperson	Unforeseen prolonged absence due to illness/ death/resignation with immediate effect	M	Open dialogue with lengthsperson. Chairman and Clerk a point of contact. A discussion to take place with regards to emergency cover	PC to discuss at PC meeting the process should the lengthsperson be out of action for a considerable amount of time	***Need to discuss this at a PC meeting***

Subject	Risk(s) identified; potential impact	Risk Level H/M/L	Management/Control of risk	Action taken/ Action to be taken	Review conclusion
	Not fulfilling contractual obligations	M	Clear job description in place. Annual appraisal by Chairman. Open dialogue with Lengthsperson	Annual appraisal to be carried out with lengthsperson asap.	Chair has had a discussion with the linesperson
Clerk/RFO	Health and safety working at home	L	Clerk and to alert Chair if they have concerns about their homeworking arrangements	Chair to take action of notified of issues	***Ensure that Clerk/RFO are OK with their homeworking arrangements***
	Unforeseen prolonged absence of Clerk due to illness/death/resignation with immediate effect	L	Recruitment procedures – ensuring Clerk is committed; provide training & support; temporary Clerk cover through locum (via OALC/Wychwoods Together); access to Clerk email account by designated Councillor	PC to discuss procedure following Clerk absence. Clerk has a working relationship with SUW Clerk. Clerk to create new gov.uk email account with access for PC	**Covered by top ten risk 1**
	Not fulfilling contractual obligations	M	Annual and interim appraisals by Chairman if appropriate	Last appraisal for Clerk 09/24	Risk covered
PC meetings	Meeting place becomes unavailable to convene	L	Wychwood Baptist Church available and has been used as backstop	No further action needed	Risk covered
	Gross public disturbance at meeting	L	Standing orders in place for Councillors and recent Code of Conduct training for Councillors has taken place (Nov 22).	No further action needed	Risk covered
Procedures	Not following correct procedures for meetings – exposing decisions taken to challenge	L	Meeting held by Chairman / Vice-Chairman to ensure proper procedure is followed. Open dialogue and PC to raise any concerns with procedure not being followed appropriately	No further action needed	Risk covered

Subject	Risk(s) identified; potential impact	Risk Level H/M/L	Management/Control of risk	Action taken/ Action to be taken	Review conclusion
	Not dealing effectively with major local emergencies	L	Detailed Emergency Plan (EP) in place and all Councillors and parties listed in plan have received a copy; review EP periodically; ensure Councillors are aware of procedure for calling Extraordinary Meetings in event of emergency	Emergency Plan being reviewed by the Clerk as at 10/24	***Check progress with Clerk***
Cemetery	Cemetery reaches capacity.	L	Provision of new cemetery plots for foreseeable future.	No further action needed	Risk covered
Grass-cutting	Unforeseen prolonged absence of contractor due to illness/death/resignation with immediate effect	M	Contract requires contractor to inform PC immediately if unable to fulfil contractual obligations; advert/tender process in place.	No further action needed	Risk covered
	Failure to satisfy contractual obligations	M	Contract work to be reviewed periodically by designated Councillor and to report to PC.	No further action needed	Risk covered
Computerised data	Loss/theft	L	Back-ups of the files are taken at regular intervals.	No further action needed	Risk covered
	Data protection	L	Personal information shared with Clerk and PC is to be treated as confidential and not for public viewing; standing orders for tendering process in place.	No further action needed	Risk covered
	Corrupted by computer virus	L	Anti-virus software included in budget for Clerk equipment	No further action needed	Risk covered
Banking	Lost/outstanding cheques/ cash not banked	L	Cash/cheques received are banked within 10 banking days.	No further action needed	Risk covered

Subject	Risk(s) identified; potential impact	Risk Level H/M/L	Management/Control of risk	Action taken/ Action to be taken	Review conclusion
Moveable assets	Theft	L	Insurance cover in place with Zurich Insurance	Renewed August 2024	Risk covered
	Damage	L			
Litigation	Legal action against PC	L	Risks likely to lead to litigation to be well managed	No further action needed	Risk covered
Minutes and Agendas	Inaccurate minutes	L	Standing orders for minutes and agendas in place; Draft minutes are circulated to PC following a meeting. Approved, adopted and signed at the following PC meeting.	No further action needed	Risk covered
	Inadequate notice of agenda given	L	Minutes and agendas are displayed according to the legal requirements and published online; Business conducted at all Parish Council meetings should be managed by the Chair.	No further action needed	Risk covered
Freedom of Information	Integrity of PC called into question	L	Code of conduct to be followed at all times in electronic communication as well as in public sphere; Business conducted at PC meetings to be managed by the Chair; Clerk to keep well organised files so documents may be accessed with ease; accurate minutes and agendas kept in accordance with standing orders.	No further action needed	Risk covered

Subject	Risk(s) identified; potential impact	Risk Level H/M/L	Management/Control of risk	Action taken/ Action to be taken	Review conclusion
Hard copy archives	Loss/damage/theft	L	Stored in locked filing cabinet and shed of MUW Village Hall	Valuable documents to be removed from shed and placed in lockable filing cabinet in village hall. Historic documents now lodged with Oxford Archives and the Wychwoods History Society	Complete
Financial					
Finance sub-committee	Illegal payments	L	Terms of reference prevent any executive payments – all payments circulated to PC for approval	No further action needed	Risk covered
	Act beyond their legal power	L	Legal powers used for expenditure noted on agendas and minutes as appropriate	No further action needed	Risk covered
Banking	PC bank accounts fraudulently emptied	L	HSBC finance agreement provides cover up to £75,000	No further action needed	Risk covered
	Not maximising interest	M	Review banking arrangements periodically	Review on maximising funds conducted by RFO in 06/24	Risk covered
Precept	Inadequate precept amount		To determine the precept amount required, the Finance Committee regularly reviews its budget and rolling plan which determines level of precept recommended; The Clerk/ RFO provides a quarterly comparison report showing the budget set against the actual position.	Budget discussed in detail at FinCom with justification for increasing/decreasing precept presented to PC prior to precept submission deadline	Risk covered

Subject	Risk(s) identified; potential impact	Risk Level H/M/L	Management/Control of risk	Action taken/ Action to be taken	Review conclusion
	Not submitted in time	L	Indicative figures for standing costs and known projects for the following year are presented to the PC in November to determine the precept amount required in order to be ready to submit to WODC as soon as requested in January.	Clerk, Chair and RFO to ensure deadline is adhered to	Risk covered
	WODC fail to make payments	L	The RFO informs the Parish Council when the precept is received (April and October).	No further action needed	Risk covered
Cash	Loss through theft or dishonesty	L	Recruitment procedures for RFO – interview/references; Maintain appropriate level of fidelity guarantee insurance; Bank reconciliation checked to original documentation on a quarterly basis by Finance Committee; No petty cash.	No cash is accepted. All payments recorded online through banking and cash book. Two Councillors also have access to the bank account.	Risk covered
Financial records	Financial irregularities	L	Finance committee check statement of accounts quarterly for any irregularities and report to PC; Actual cash balance notified to Councillors on a monthly basis; Quarterly accounts circulated to Councillors and included on meeting agendas;	No further action needed	Risk covered
Reporting and auditing	Failure to comply with audit regulations	L	Engagement of suitable internal auditor to check accounts and records on an annual basis.	No further action needed	Risk covered

Subject	Risk(s) identified; potential impact	Risk Level H/M/L	Management/Control of risk	Action taken/ Action to be taken	Review conclusion
	Late completion of audit		Internal audit reviews required documentation with which to audit annual accounts at time specified by internal auditor in order to meet submission deadline of annual return.	No further action needed	Risk covered
Contracts and tendering	Poor reputation of supplier/ contractor	L	Obtain references before trading with new supplier/contractor as appropriate	No further action needed	Risk covered
	Best value not sought	L	Financial regulations specify tender/ procurement procedures.	No further action needed	Risk covered
	Overspend on services	L	RFO/Clerk to investigate the situation, check the quotation/tender, research the problem and report to the Parish Council.	No further action needed	Risk covered
VAT	Incorrect reclaim	L	Accurate record keeping with VAT paid clearly recorded in cashbook and VAT invoices retained to keep a running total; RFO to ensure sum received agrees with claim submitted.	No further action needed	Risk covered
	Re-claim not submitted	L	VAT is reclaimed on an annual basis and reported to PC.	No further action needed	Risk covered
Annual return	Incomplete	L	Return prepared by RFO and checked by PC	No further action needed	Risk covered
	False statements approved	L	Return prepared by RFO and checked by PC	No further action needed	Risk covered

Subject	Risk(s) identified; potential impact	Risk Level H/M/L	Management/Control of risk	Action taken/ Action to be taken	Review conclusion
	Late submission	M	Relevant section of annual return is completed and signed for approval and action by PC if necessary. Annual Return is completed and signed by the Parish Council and submitted to the External Auditor within the prescribed time limit.	No further action needed	Risk covered
Insurance	Inadequate cover	M	An annual review is undertaken of all insurance arrangements in place. The MSA organise its' own insurance.	PC to request copy of insurance policy paperwork held by MSA for its records.	Complete, copy received
	New assets not covered	L	RFO to inform insurance company when assets are acquired and policy adjusted accordingly.		
Income					
Allotment rental income	Late/unpaid rent	L	Allotment tenants are invoiced annually for rent and are subject to rental agreements. Rent is subject to annual review with regards to the allotments; process for late/ unpaid rent specified in rules and regulations which all allotment holders receive at the beginning of tenancy.	No further action needed	Risk covered
	Vacant plots	L	RFO as Chair of MARC to ensure vacant plots are maintained and remain desirable for rental during period of vacancy; vacant plots advertised amongst existing plot holders and by word of mouth. Reduced rental fee for 6 months or less occupancy if a vacant plot becomes occupied.	RFO to ensure vacant plots are advertised as soon as possible. Addition to Allotment rules- reduced rental fee for 6 months or less?	Risk covered

Subject	Risk(s) identified; potential impact	Risk Level H/M/L	Management/Control of risk	Action taken/ Action to be taken	Review conclusion
Field rent income	Late/unpaid rent	L	Field rent income is to be received at the same time as allotment rent income. RFO to follow same debt recovery process as specified in allotment rules.	JP contacted tenant and got 2023 and 2024 income paid.	Risk covered
Shooting rights income	Late/unpaid rent		Shooting rights income is to be received at the same time as allotment rent income. RFO to follow same debt recovery process as specified in allotment rules.	***Is this still relevant***	
Food van income	Late/unpaid rent	L	Mobile food vans are invoiced monthly (pizza) and quarterly (fish and chip) for rent. Reminder letters to be sent.	RFO to confirm when payments received	Risk covered
The Pound income	Late/unpaid rent	L	The Pound car parking tenants are invoiced quarterly for rent.	RFO to confirm when payments received	Risk covered
	Vacant spaces	L	Vacant parking space(s) to be advertised by hand delivering note of vacancy to High Street residents nearest to The Pound and space rented on a first come first served basis.	Clerk to keep record of first refusal for future spaces.	Risk covered
MSA peppercorn rent income	Late/unpaid rent	L	The MSA are invoiced annually for rent.	No further action needed	Risk covered
Cemetery interment income	Incorrect payment for memorial, exclusive rights of burial or interment	L	Invoice issued with reference to current cemetery fees at point of enquiry and cheques checked against invoice.	No further action needed	Risk covered
	Unpaid invoice		Reminder letter to be sent and non payment to be reported to PC.	No further action needed	Risk covered

Subject	Risk(s) identified; potential impact	Risk Level H/M/L	Management/Control of risk	Action taken/ Action to be taken	Review conclusion
	Interment without Clerk assigning plot or receiving payment	M	RB to check cemetery periodically against grave plots map and any burials unaccounted for are to be reported to PC and investigations made.	No further action needed	Risk covered
Grants receivable	Delayed or unpaid grant	M	RFO declares grant on receipt. Grants not received are pursued and where possible written confirmation of grant to be received before related spending occurs.	No further action needed	Risk covered
	Incorrect amount paid	L		No further action needed	Risk covered
Expenditure					
Salaries	Incorrect amount paid	L	Payroll company in use to prevent incorrect calculations and errors.	No further action needed	Risk covered
Rentals payable eg. village hall hire	Incorrect invoice	M	The Parish Council rents the village hall for its' meetings. The rent is payable annually and is subject to very little inflation. RFO keeps records of all meetings held where a hire fee is payable addition to monthly PC meetings for the purposes of checking invoicing.	No further action needed	Risk covered
Cemetery	Increase in net maintenance expenditure	M	Periodic review of fees should take into consideration the annual expenditure to offset rising cost of water supply and maintenance.	No further action needed	Risk covered

Subject	Risk(s) identified; potential impact	Risk Level H/M/L	Management/Control of risk	Action taken/ Action to be taken	Review conclusion
Banking	Incorrect payee/amount on cheque	L	List of payees/amounts awaiting approval is distributed to those Councillors present and invoices available at meeting for inspection; Finance Committee act as second checkpoint after RFO; two signatories for each cheque raised should check details of cheque against list of payments supplied by RFO.	No further action needed	Risk covered
	Unexpected banking charges	L	RFO undertakes monthly bank reconciliation and examination of bank statements;	No further action needed	Risk covered
Planning					
Planning sub-committee	Act beyond their legal power	L	All planning application responses to be made by Clerk following consultation with Planning Committee and PC approval only unless Planning Committee have been asked to respond because Clerk is unable to. No representation must be made in PC name by the Planning Committee without prior PC approval.	No further action needed	Risk covered
	Trespassing	L	Permission must be requested from the land/property owner before any member of the planning committee may set foot on the property in question even in pursuit of information with which to form their recommendation for a planning application; Councillors have received Code of Conduct which must be adhered to at all times.	No further action needed	Risk covered

Subject	Risk(s) identified; potential impact	Risk Level H/M/L	Management/Control of risk	Action taken/ Action to be taken	Review conclusion
PROPERTY, LAND AND IMMOVEABLE ASSETS					
Assets	Loss or damage	H	All assets owned by the PC are regularly inspected and maintained; All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council; All assets are insured and reviewed annually.	No further action needed	Risk covered
	Deterioration/degradation	M	All assets monitored by councillors informally and any damage raised at a PC meeting	No further action needed	Risk covered
Maintenance	Injury to volunteer repairing item or contractor during routine maintenance	L	All those undertaking maintenance on behalf of the PC must be provided with adequate direction and safety equipment; ensure all contractors have public liability insurance cover; PC has Employer's liability insurance cover.	No further action needed	Risk covered
	Unforeseen expenditure on exceptional /emergency repair/replacement	L	Insurance cover in place; warranty details for all items purchased to be stored safely for reference; reserve funds available for exceptional costs.	No further action needed	Risk covered
Trees	Loss/damage		The PC is responsible for trees on its own		

Subject	Risk(s) identified; potential impact	Risk Level H/M/L	Management/Control of risk	Action taken/ Action to be taken	Review conclusion
	Injury/death/damage to third party		land and covered by insurance on Village Green; Trees are inspected regularly by a Councillor with all reports of damage or faults reported to PC and/or dealt with as soon as possible; list of recommended contractors available; maintenance record now being kept to ensure trees are inspected and maintained frequently; grants and funding available for trees to be taken advantage of to replace any trees which need to be removed or have been damaged; Woodland Trust pack of saplings being nurtured for use in such places.	Further tree survey required, need to get three quotes.	***Action outstanding***
Seating	Injury/death/damage to third party	L	Public liability insurance; Inspect periodically; Carry out maintenance where necessary	Seats being renovated/cleaned in priority order	Risk covered
	Loss/damage		Visual confirmation of existence periodically; Ensure properly secured Theft/accidental damage insurance		
Village Green	Injury/death/damage to third party	M	Covered by insurance. The play equipment is inspected regularly by ROSPA and visually by a Parish Councillor with all reports of damage or faults reported to Council and/or dealt with.	No further action needed	Risk covered
Play areas (including fenced-	Loss/damage	M	PC is responsible for play areas which are		

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in, open and hard court)	Injury/death/damage to third party	L	covered by insurance; RoSPA annual checks and remedial action where recommended; frequent checks by Councillor responsible for Village Green (PR) with all reports of damage or faults reported to Council and/or dealt with.	PR to attend H&S course in April 2025. Checklists available for use by councillors on rotation to inspect equipment fortnightly	Risk covered
Cemetery	Loss/damage	L	Frequent checks by Clerk with all reports of damage or faults reported to Council and/or dealt with; ongoing maintenance of grounds; memorial stones remain responsibility of the person purchasing the stone as stated in cemetery rules so PC should not incur unexpected costs; responsible parties should be contacted regarding any memorial stones which are in state of poor repair	Responsible Councillor RB	Risk covered
	Increase in net maintenance expenditure	L			
	Memorials in unsafe and poor state of repair	L			
	Injury/death/damage to third party		Public liability insurance		
	Burial plots left open prior to interment	L	Grave plot dug out 24 hours maximum prior to interment to limit length of time that grave is open; Grave digger covers open grave and spoil clearly.		
			indicates that area should be avoided; plots are refilled immediately following interment		

Subject	Risk(s) identified; potential impact	Risk Level H/M/L	Management/Control of risk	Action taken/ Action to be taken	Review conclusion
The Pound car parking	Loss/Damage to parking area	L	Councillor with The Pound area designation (JH) to perform visual check periodically and to report to PC with all reports of damage or faults reported to Council and/or dealt with.	No further action needed	Risk covered
	Abandoned vehicle	M			
	Injury/death/damage to third party	M			
MSA and car park	Loss/damage	L	MSA is responsible for the condition of the pavilion per the lease. PC responsible for the car park	***Proposal to re-surface the car park to eliminate pot holes and reduce risk associated with an uneven surface. Awaiting submission to WODC for S106 funds***	***Action in hand***
	Injury/death/damage to third party	L			
Lychgate and church wall	Injury/death/damage to third party	M	Frequent checks by designated Councillor and maintenance issues to be reported to PC and/or dealt with; PC to seek relevant permissions before maintenance work can take place and so interim measures must be carried out to prevent any risk to public.	***Condition of the church wall recently reviewed with architect. Repointing of two areas agreed, then PC to maintain it. Need to check condition of the wall on the northern boundary***	Action in hand