CLYFFE PYPARD PARISH COUNCIL
GOVERNANCE, FINANCE AND MANAGEMENT RISK REGISTER

Adopted at Parish Council meeting – May 2025

	Risk	**Impact**	**Likelihood**	**Severity**	**Control Action Internal**	**Review Frequency**	**Alternative Review Trigger/Internal Audit Assurance**	**Responsible Person**
1	Lack of forward planning and budgetary controls	Lack of direction and prioritisation	M	H	3-year rolling forecast / Business plan used when preparing annual budget (last year, current year, and next year) In year budget reviews	Each Parish Council meeting	Review Financial Regulations , so expenditure planned and budgeted for	Clerk / Chairman
2	Poor reporting to Council	Poor quality decision making *Council becomes ill informed	M	H	Timely and accurate financial reporting Regular project reports Councillors able to raise agenda items.	Each Parish Council meeting Each Parish Council meeting as	Matter raised at meeting	Clerk
3	Loss of key staff	Failure in budgetary controls Correspondence backlog	M	H	Temp Clerk in place ;Permanent Clerk to be recruited	On Going.	Counsillors to step into rolls	Clerk / Chairman

4	Failure to respond to electors' wish to right of inspection	Loss of confidence Loss of reputation	L	L	Exercise of public rights notified on Web Site and newsletter WALC guidance to be followed for dealing with other enquiries from the public	Annually	Approach by elector to Councilor	Clerk
5	Ensure Council complies with law in particular: Health and Safety Equal Opportunities	Fines and Penalties from regulation bodies Employee action for negligence of grievance Loss of reputation	L	H	Clear Standing Orders Receipt of updates on changes to law received from WALC/NALC and acted upon as required	As required	Incident reported	Clerk
	Data Protection / GDPR Human Rights Disability and Discrimination Employment Law							
6	Ensuring all business activities are within legal power	Illegal expenditure	L	H	Recording in the minutes the precise power under which expenditure is being approved for any new or unusual payments	Regular Parish Council meeting	Review of minutes to ensure legal powers in place, recorded and correctly applied	Clerk / Internal Auditor

7	Proper, timely and accurate reporting of Council business in the Minutes	Confusion and mis-understandings Actions not reflecting intentions of Council	M	H	Approval by Parish Council Minutes properly numbered with a master copy kept in safekeeping	Each Parish Council meeting	Check minute numbers	Clerk
8	Meeting the laid down timetables when responding to consultation invitations	Affect reputation Ineffectual involvement	L	L	Awareness of consultation timescales to ensure timely responses. Holding regular council meetings	As required	Consultation questions Non-participation	Clerk
9	Council lacks relevant skills and commitment	Council fails to achieve its purpose *Decision making by-passes Council	L	H	Training available for Councillors and Clerk from WALC	As required	WALC training reminders	Clerk
10	Council becomes dominated by one or two individuals or cliques form	Conflicts of interest Pursuit of personal agendas Decisions made outside Council	L	H	Clear Standing Orders regarding conduct of meetings and Conflict of Interests	Annually	Resolved by electorate	Clerk
11	Councillors benefiting from being on the Council	Affect reputation Conflicts of Interest	H	n/a	Clear Standing Orders Open system of approving payments	Annually All Parish Council meetings		Clerk
12	Failure to register Members' interests etc.,	Member could make inappropriate gains Could affect reputations	L	M	Instructions given to new Councillors on how to register Disclosable Pecuniary Interests with Wiltshire Council for recording Members interests in minutes	When new Councillor takes office All Parish Council meetings	Test of disclosures Complaint about members	Clerk

13	Lack of maintenar	Council has little property to maintain	L	H	Insurance cover	Annually	Unexpected incident	Clerk
14	Damage or loss to Council owned	Loss of Assets	L	M	Insurance cover Maintain an up to date register of assets	Annually		Clerk
	property by third party or act of God Insufficient protection of physical assets owned by the Council - Legal liability as a consequence of asset ownership		L	M	Annual review of risk and adequacy of insurance cover	Annually	View asset register Review of management arrangements regarding insurance cover (loss or damage)	
15	Damage to third party property or individual due to Service of Amenity provided Use of Contractors to carry out Council works	Claim against Council	L L	L H	Public Liability Insurance Ensure all amenities/facilities are maintained to appropriate level Careful vetting of contractors during the selection process to ensure suitability and competence for the works to be undertaken	Annually	Unexpected incident Unexpected incident	Clerk
	and instructions				Ensure contractor has adequate public liability insurance			

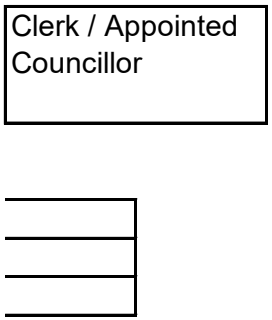
16	Loss of cash through fraud or dishonesty	Council does not hold Cash	L	H	No payments are made in cash Clerk is not a cheque signatory All payments authorised by the Council and recorded in the minutes Clear procedures in place for use of Internet Banking	Annually Annually	On a Loss Review Insu	Clerk	
17	Inadequacy of Precept Ensuring the adequacy of the annual precept within sound budgeting arrangements	Lack of confidence in Council Inability to carry out functions *Insufficient funds for contingencies	L	M	Regular in-year budget progress reports	Every Parish Council meeting	Unexpected event	Clerk	
	Risk		**Impact**	**Likelihood**	**Severity**	**Control Action Internal Controls**		**Review Frequency**	**Alternative Review Trigger/Internal Audit Assurance**
18	Failure to use grants for intended purposes Ensuring the proper use of funds granted		Lack of fund	L	L	Ensure funds properly ring- fenced in Earmarked or Restricted Reserves Clear financial Regulations		Annually	Review

19	Keeping proper financial records in accord	Inadequate financial control	L	H	* Clear procedures in Financial Regulations *Regular scrutiny of financial records and proper	Quarterly	Review

Date of next review: May 2026

Date of meeting at which document reviewed and any amendment to document	Details of amendment

Responsible Person
Clerk / Internal Auditor


Clerk / Appointed
Councillor