



Parish Clerk & RFO
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RISK REGISTER – 2025

Risk is the threat that an event or action will adversely affect an organisations ability to achieve its objectives and successfully execute its strategies.

Risk Management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance, together with community focus, structures and processes, standards of conduct and service delivery arrangements.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed.

- Identify the areas to be reviewed
- Identify what the risks may be
- Evaluate the management and control of risk and record findings
- Review, assess and revise as necessary

Adopted	February 2024	24-02/17 ii.
Reviewed	April 2025	25-04/15 d)
Next review due	April 2026	

Subject	Risk Identified	High/Medium/Low	Management/control of risk	Actions required
Administration:				
Business Continuity	Council not being able to continue business due to unexpected circumstances	Medium	Standing Orders allow for urgent action between meetings	Ensure all Council processes are followed
Clerk	Long term absence or loss of Clerk	Low	Files and records are kept at the Clerk's house. In the event of the Clerk not being able to attend the meeting one of the Councillors can stand in for the Clerk and take the minutes. Recruitment process is in place. CALC available for advice on appointment of interim Clerk if needed.	Membership of CALC. Clerk Membership SLCC. Monitor working conditions Health & Safety at work risk assessment carried out. Work station risk assessment carried out. Carry out annual review.
Council Records	Loss through theft, fire or damage	Low	Current papers are stored at the Clerk's home. Retention of documents policy is in place. Old paper minutes and other important documents that are required to be kept, as per the retention schedule, have been scanned and the originals need to be deposited at the Cornwall Record Office	Existing provision is adequate.

Subject	Risk Identified	High/Medium/Low	Management/control of risk	Actions required
Councils Electronic Records	Loss through damage, fire or corruption of computer	Medium	Records are stored on a laptop and back up files are kept on a Solid State external hard drive (SSD).	Existing procedure is adequate. Ensure all records are updated on laptop
General Data Protection Regulations	Failure to handle documents correctly	Low	Policies are in place in line with GDPR legislation	Review policies as per Policy Review Schedule
	Freedom of Information request	Medium	There have been no requests to date but Council are aware that this is an entitlement and have a Freedom of Information Policy, and Subject Access Request Policy in place, and is registered with the ICO.	Monitor & report impact of requests made under FOI / SAR. Review policies as required.
Legal Liability	Injury to Councillors or employee	Low	Personal Accident, Employer's Liability and Public Liability included in insurance cover which is reviewed annually.	Existing procedure is adequate
	Damage to third party property or injury to individuals due to service provided by Council	Low	Public Liability & Employers Liability are included in insurance cover which is renewed annually	Existing procedure is adequate
Legal powers	Illegal decisions made	Low	All activities & payments made within the powers of the Parish Council are resolved and clearly Minuted. Clerk can clarify the legal position from CALC/NALC if needed. Clerk is CiLCA qualified.	Existing procedure is adequate.

Subject	Risk Identified	High/Medium/Low	Management/control of risk	Actions required
Meeting location	Adequacy Health and safety	Low	Meetings are held on the third Tuesday of the month in Sancreed Health and safety is considered adequate	Existing procedure is adequate.
Minutes & Agendas	Failure to ensure legal, timely and accurate reporting	Low	Minutes and agendas are produced in the prescribed method and adhere to legal requirements Minutes are approved and signed off at the next meeting Minutes and agendas are displayed according to legal requirements (including the Transparency Code)	Existing procedure is adequate.
Assets:				
Asset Register	Not enough insurance	Low	Asset Register reviewed and updated annually	Carry out annual review
Sancreed - The Glebe Includes: seat, goalposts, swings & poo bin	Damage – wear and tear, accidental or malicious Injury to people Trees – falling branches	High	Area checked regularly for slip/trip hazards. Regular visual inspection of the area and equipment by the Councillors and reported to the Clerk. RoSPA Play Inspection annually	Existing procedure is adequate
Sancreed bus shelter	Damage – wear and tear, accidental or malicious Injury to people	Med	Area checked regularly for slip/trip hazards. Regular visual inspection by the Councillors and reported to the Clerk.	Existing procedure is adequate
Notice boards	Risk / damage/ injury to third parties / road side safety	Low	Parish Council has three noticeboards: at Sancreed, Drift, and Newbridge Regular visual inspection by the Councillors and reported to the Clerk.	Existing procedure is adequate

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Seats: Sancreed – two seats by the church	Damage – wear and tear, accidental or malicious Injury to people	Med	Area checked regularly for slip/trip hazards. Regular visual inspection by the Councillors and reported to the Clerk	Existing procedure is adequate
Seats at Drift	Damage – wear and tear, accidental or malicious Injury to people	Med	Area checked regularly for slip/trip hazards. Regular visual inspection by the Councillors and reported to the Clerk	Existing procedure is adequate
Newbridge seats	Damage – wear and tear, accidental or malicious Injury to people	Med	Area checked regularly for slip/trip hazards. Regular visual inspection by the Councillors and reported to the Clerk	Existing procedure is adequate
Drift Car Park	Damage – wear and tear, accidental or malicious	Med	Area checked regularly for slip/trip hazards. Regular visual inspection by the Councillors and reported to the Clerk.	Existing procedure is adequate
	Injury to people	Med		
	Trees – falling branches	Low		
VAS signs	Damage – wear and tear, accidental or malicious	Med	Area checked regularly for slip/trip hazards. Regular visual inspection by the Councillors and reported to the Clerk. Clerk report to Highways	Existing procedure is adequate
	Injury to people	Low		
PRoW	Danger of footpaths not maintained – risk of injury	Low	Footpaths maintained per agreed schedule.	Hold copies of current certification
	During maintenance of footpaths – risk of injury	Med	Footpaths inspected by Councillors. Contractor to hold public liability insurance and certification for equipment/training.	Invoiced regularly for checking
Employer’s responsibilities				

Contract of Employment:	Non-compliance with Employment Law	Low	Contract of employment should be issued when a new Clerk starts, including associated policies, with an annual appraisal carried out and documented	Carry out annual appraisal. Ensure Council has all relevant employment policies.
Contractors:	Not properly insured	Low	Request copies of all contractors Public Liability Insurance, relevant certification, and relevant Risk Assessments	Review annually.
	No contract in place	Low	Ensure contracts issued and returned in timely fashion once contract agreed	Review as necessary
Employer liability	Non-compliance with Employment Law	Low	Undertake training and seek advice when needed	Existing procedure is adequate
Financial Matters:				
Accounting	Non standard and / or non compliant records kept	Low	The Clerk / RFO enters details of each invoice on the cashbook when payment has been authorised. Annual checks are carried out by the Internal Auditor.	Existing procedure is adequate
Annual Return	Not submitted within the time limit	Low	Annual Return completed and signed by the Council, submitted to the Internal Auditor for completion. Certificate of Exemption applied for and accounts displayed with Public Rights Notice as required.	Existing procedure is adequate
Banking	Payment arrangements	Low	All expenditure is presented to Council monthly for approval backed up by invoices. Where possible payments are made online.	Existing procedure is adequate
	Inadequate checks	Low	Council's Financial Regulations set out relevant requirements and adopted annually.	Existing procedure is adequate

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Cash	Loss through theft or dishonesty	Low	Council has no petty cash Any transactions by the Clerk are backed up by receipts and reimbursed monthly	Existing procedure is adequate
Election costs	Risk of contested election	Low	Risk is higher in an election year; Maintain an adequate earmarked reserve	Review adequacy of reserves annually
Financial Control	Inadequate checks	Low	Copies of invoices to validate the amount spent FPO payments are processed by the Clerk and authorised by a Councillor All Financial commitments must be agreed by Councillors before payment Annual checks are carried out by the Internal Auditor Monthly checks are carried out on the bank reconciliations by a Councillor Quarterly Budget Reports and reviewed by Council	Existing procedure is adequate Review annually
Insurance	Inadequate cover	Low	Annual review of policy undertaken prior to renewal	Review cover annually
	Risk to third party, property or individuals	Low	Public liability insurance is essential	Review annually
	Compliance	Low	Ensure compliance processes are in place	Review Compliance annually
Payroll	Incorrect calculations and/or illegal expenditure	Low	PAYE calculations are reviewed and approved by Chair and Vice-Chair monthly All payments must be dual authorised.	Existing procedure is adequate

Subject	Risk Identified	High/Medium/Low	Management/control of risk	Actions required
Precept	Adequacy of precept to allow Council to carry out its statutory duties	Medium	Sound budgetary recording, reporting and planning to back up the Council's annual budget Precept is an agenda item at the December meeting. Quarterly budget update is provided by the Clerk / RFO to Council meetings	Existing procedure is adequate
VAT	Failure to record	Low	The Clerk / RFO enters details of each invoice on the cashbook when payment has been authorised	
	Failure to reclaim	Low	The Clerk / RFO makes a claim each year for the previous financial year A list of relevant invoices has to be submitted with the claim so amounts are checked when this list is drawn up	Existing procedure is adequate
LMP	Inadequate funding Failure to accept offer	Low Low	Footpaths officer to regularly review footpaths usage and maintenance and to recommend any changes to council. Clerk to submit any recommended changes to Cornwall Council. Clerk to submit necessary paperwork on time.	Existing procedure is adequate

Members responsibilities:				
Subject	Risk Identified	High/Medium/Low	Management/control of risk	Actions required
Members interests	Conflict of Interest	Medium	Councillors have a duty to declare any interest at the start of the meeting and ensure it is recorded	Existing procedure is adequate
	Non-compliance with statutory requirements	Medium	Register of Interests forms should be reviewed annually	Members to let Clerk know of any changes
Reputation	Reputational damage due to poor decision making or poor implementation	Low	Business conducted at the Council is managed by the Chair with the Clerk's advice on process Act according to the Code of Conduct & adopted policies Ensure Councillors training is up to date	Review policies as per Schedule Review Councillors training regularly