

Description of Risk	Risk Owner	Current Risk Assessment				Current and Proposed Mitigating Actions	Assurance Activities
		Likelihood	Impact	Overall	Rating		

RISKS WITHIN THE COUNCIL'S CONTROL							
Reliance on Clerk: the Clerk is the only employee of the Council, and has sole operational control of Financial records (bank, cheque book, VAT, HMRC) and Statutory records (Minutes, Contracts). Sole point of contact with Auditors, Government Agencies, and first point of contact for Parishioners and other interested parties.	Chair	2	5	10	High	(1) FR 2.2 – monitoring of Bank Reconciliations by Independent Councillor. (2) Preparation of 'Clerk's Handbook' detailing procedures and controls (succession planning). (3) Signed Contract and Policy documentation.	(1) Regular monitoring and appraisal by Chair. (2) Feedback by Councillors to Chair. (3) Appropriate training (WALC, SLCC). (4) Statutory Audit (Internal and External) to provide independent assurance.
Playground: Health & Safety, variety of equipment available.	Cllr. Simons	3	3	9	High	(1) Insurance (2) Monthly inspections. (3) Standing Item on Council agendas.	(1) Monthly safety review by Councillor. (2) Annual RoSPA review. (3) Training 28/2/2017
Grounds Maintenance: Safe use of mower	Cllr. Hayward	2	3	6	Medium	(1) Insurance (2) Proper and updated training (3) Proper equipment (4) Each operative to have a mobile phone and a First Aid kit.	(1) Regular safety inspections. (2) Clearly timetabled activity.

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Meeting the needs of Parishioners and Village users.	Chair	2	3	6	Medium	(1) Open Meetings, allowing Parishioners to raise issues. (2) Periodic surveys, asking for issues of concern to be raised.	General satisfaction with the Council by Parishioners, especially at the Annual Parish Meeting.
Public Liability: public events organised by Council.	Chair	2	3	6	Medium	(1) Public liability insurance. (2) Extra insurance for public events?	H&S checks during planning of public events.
Trees: Liability for damage/ injury caused by trees owned by Council.	Cllr. Hayward Cllr. Pearce	2	3	6	Medium	(1) Public liability insurance. (2) Tree risk assessment every 3-5 years.	Periodic checks on trees, especially after gales. Tree surgeon employed as necessary.
Bringing the Parish Council into disrepute: inappropriate comments to Press / Public, not taking Parishioner concerns seriously enough.	Chair	1	3	3	Low	(1) Adherence to Standing Orders, Code of Conduct, NALC Good Councillors Guide, and other appropriate Policies. (2) Prompt response to issues raised, with feedback as appropriate.	General satisfaction with the Council by Parishioners, especially at the Annual Parish Meeting.
Bus shelters, hedges, benches etc.: Health and Safety, village image.	Cllr. Hayward	1	2	2	Low	Contract in place for hedge trimming around Pavilion / Witchcombe Close.	(1) Feedback from Parishioners. (2) Ongoing visual inspection by all Councillors.

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Asset Control	Chair	1	2	2	Low	(1) Identification of Assets. (2) Insurance of Assets. (3) Maintenance of Asset Register.	(1) Periodic review of Asset Register by Council. (2) Annual consideration of Insurance requirements. (3) External Audit.

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RISKS OUTSIDE THE COUNCIL'S CONTROL							
Continuing use of Great Cheverell as an approved HGV diversion route: danger to pedestrians, damage to Listed Buildings	Wiltshire Council	2	5	10	High	Ongoing discussions with Wiltshire Council re. breaches of Conservation Area status and Core Strategies.	(1) Emergency Plan. (2) Raising this issue at Parish Council meetings when the Wiltshire Ward Councillor is present.
Flooding – Witchcombe Close, The Green, Weavers Mead	Wiltshire Council / local homeowners	2	3	6	Medium	Identifying legal ownership of issue.	Emergency Plan.
Traffic accident blocking C40 (High Street)	Wiltshire Council / Police	2	3	6	Medium	Enforcement of 20mph speed limit.	(1) Regular contact with Wiltshire Council and Police. (2) Maintenance of Community Speedwatch team.
HM Forces activity – stray shells, noise etc.	HM Forces	1	5	5	Medium	Publish HM Forces communications on Parish website.	Emergency Plan.
Oil pipeline	Esso	1	5	5	Medium		Emergency Plan.
Train accident	Network Rail	1	2	2	Low		Emergency Plan.