

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, Insurers, and first point of contact for Parishioners and other interested parties.	Chair	5	5	25	High	(1) FR 2.2 - monitoring of Bank Reconciliations by Independent Councillor. (2) Signed Contract and Policy documentation. (3) Preparation of 'Clerk's Handbook' detailing procedures and controls (when succession planning required). (4) Establishment of Human Resources Committee.	(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. (5) Minutes of Human Resources Committee (not public).
Health and Safety at Meetings Ensuring that meetings are held in a safe environment that accords with any Government requirements currently in place.	Chair / Clerk	3	5	15	High	(1) Ensure satisfactory risk assessment, and any corrective actions, carried out by Public Premises Owner for any public meetings (2) Council to carry out own risk assessment of its activities on public premises and any mitigating actions are identified and implemented (3) Ensure all attendees are familiar with current Government legislation/guidelines with regards to person to person meetings.	(1) Risk Assessments kept on file. (2) When required, list of attendees with contact details kept for all meetings.

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Data Protection: Council's changing and increasing activity exposing the Council to increased risk of non-compliance with GDPR and other relevant legislation/Codes.	Cllr. Burgess Clerk (DPO)	3	5	15	High	(1) Insurance (2) Registration with Information Commissioner's Office (ICO), covering all Council data sources (3) Ensure that all Council data held by Third Parties (eg. CSW) is properly registered and controlled	(1) Policy and ICO registration clearly shown on website. (2) Appropriate training and updates (WALC, SLCC)
Bringing the Parish Council into disrepute: inappropriate comments to Press / Public, not taking Parishioner concerns seriously enough, maintenance of proper representation (7 Councillors).	Chair	3	5	15	High	(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.
Meeting the needs of Parishioners and Village users.	Chair	3	3	9	High	(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.
Playground: Health & Safety, variety of equipment available.	Idverde	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) RoSPA Training
Public Liability: public events organised by Council.	Chair	2	3	6	Medium	(1) Public liability insurance. (2) Extra insurance for public events	(1) H&S checks during planning of public events. (2) Ongoing liaison with Soapbox Committee.

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Trees: Liability for damage/ injury caused by trees owned by Council.	Cllr. Burgess	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. Liaison with Grounds Maintenance contractor (idverde).
Bus shelters, hedges, footpaths, benches etc.: Health and Safety, village image.	Chair	1	2	2	Low	Grounds Maintenance Contractor (idverde) appointed November 2021.	(1) Feedback from Parishioners. (2) Ongoing visual inspection by all Councillors. (3) Ongoing review of Contractor.
Asset Control	Clerk	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) Internal Audit. (4) Ongoing liaison with Pavilion Trust re. maintenance of The Pavilion.

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	3	5	15	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.
Victoria Park - ground conditions, street lights	Ministry of Justice (MoJ)	3	3	9	High	Ongoing discussions between Parish Council, MoJ, Wiltshire Council, local MP and local Residents	Standing Item at Parish Council meetings.
Illegal Raves on Salisbury Plain	Wiltshire Council / Police	3	3	9	High	Ongoing discussions with Police re. Deterrence / mitigating action.	Regular contact with Wiltshire Council and Police.
Antisocial behaviour by young people at The Pavilion: disturbance to residents, substance abuse ("County Lines").	Police	3	3	9	High	Ongoing discussions with Police re. Deterrence / mitigating action.	Notification to Police of date / time of possible offences. Escalation from PCSO to Police and Crime Commissioner.

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Flooding - Witchcombe Close, The Green, Weavers Mead	Weesx Water/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 - fracture.	Esso	1	5	5	Medium	Early contact with Esso (contact telephone number on signs along pipeline route).	Emergency Plan.
Train accident - effect on residents of The Green.	Network Rail	1	2	2	Low	Early contact with Emergency Services (999).	Emergency Plan.