

Swinbrook & Widford Parish Council Risk Register: 2022/2023 Annual Review						31-Mar-23	Dates
#	Risk	Likelihood (1=low, 3=high)	Impact (1=low, 3=high)	Overall risk rating	Risk mitigants	O/S Actions (tracked via PC actions log)	
1	Loss of cash assets	1	3	Moderate	1. Cash held in segregated bank account - with cheque book held by clerk / RFO and two other signatories required to sign cheques / release funds	None	
2	Loss of other assets due to failure to register / hold title	1	3	Moderate	1. Land at Stocks Hill & Village Green registered in 2017. Reconfirmed by Lisa Harrop 2019	None	
3	Failure to maintain PC assets - environmental & reputational impact	1	2	Low	1. Individual council members allocated responsibility for specific key assets 2. Open space maintenance budget in place 3. OCC have responsibility for verge cutting	None	
4	Failure to maintain PC assets resulting in damage to property or persons	1	2	Low	1. Regular tree surveys undertaken with remedial action logged and tracked to completion. Note: no action emerging from most recent (2018) tree survey. 2. Routine reviews of other assets - e.g. posts around village green and public seats. Post replaced in 2019 and all seats inspected in 2019 & 2020. 3. Public liability insurance in place	1. Physical inspection of public seating. 2. Tree Survey last undertaken in 2018 next to be undertaken in 2023	1. June 2023 2. June 2023
5	Failure to protect character of Parish as a result of external developments / pressures (e.g. planning, broadband installation, speeding, rural crime)	2	3	Severe	1. PC review & respond all planning applications 2. Engagements with key local stakeholders / advisers to provide relevant updates (e.g. District & County councillors, WASP, local landowners, Heythrop Hunt, PCSO, Swinbrook Cricket Club, Swinbrook Village Hall) - inc as part of Annual Parish Meeting 3. PC to create a neighbourhood plan	1. Formal annual review of Community Assets Register 2. Create a neighbourhood plan	1. Sept 2023 2. 2023-2025
6	Failure of Swinbrook Cricket Club (SCC) resulting in grounds passing to PC	1	3	Moderate	1. Ongoing liaison by PC & support by the village 2. Strong Membership and strong financial position	None	
7	Failure of Swinbrook Village Hall (SVH) resulting in responsibility passing to PC	N/A	N/A		1. Periodic updates at PC meetings 2. Watching brief 3. Review of Trust documentation indicates that no responsibility passes to the PC	None	
8	Failure to comply with all req'd regulation	3	1	Moderate	1. Periodic review and gap analysis of Financial Regs & Standing Orders (the key governance documents) - full review in 2019 and annual updates thereafter 2. Periodic review & gap analysis by RFO of Good Councillor's Guide to Finance & Transparency and JPAG Governance & Accountability for Smaller Authorities in England 3. Specific req'ments around precept submission & AGAR notified annually by WODC & appointed accountants 4. Review of OALC newsletters for any regulatory updates and use of OALC as an advisory service	None	
9	Unlawful action of officers	1	3	Moderate	1. Oversight at PC meetings & via informal communication channels 2. OALC guidance on contentious / unclear matters 3. Insurance	None	
10	Conflicts of Interest	1	3	Moderate	1. Formal duty to declare at PC meetings 2. Informal communication channels	None	
11	Failure to protect sources of income	1	3	Moderate	1. Mechanisms in place to submit precept annually, with supporting budgetary & approval mechanisms, and track through to receipt 2. OS VAT now logged & reclaimed annually	None	
12	Inappropriate application of PC funds	1	2	Low	1. All spending authorised in advance & minuted by PC 2. All cheques signed by two authorised signatories (who do not hold the cheque book) 3. Reference to OALC for appropriateness of non standard expenditure	None	
13	Inadequate / inappropriate financial reserves & budgetary processes	1	3	Moderate	1. Annual budgetary review process - encompassing reserves - prior to submission of precept request in January; approved by PC	None	
14	Lack of a Neighbourhood Plan	2	3	Severe	1. PC to review the process for creating a neighbourhood plan and budget for creating plan	See above	See above

Risk rating notes: Overall risk rating = likelihood x impact. Low = 1 or 2; Moderate = 3 or 4, Severe = 6 or 9