

No	Specific Risk	Type	Probability	Impact	Impact time frame	Risk Score	PC Risk Tolerance	Mitigants	Probability	Impact	Impact time frame
1	Loss or damage to ShPC fixed assets (Village Hall/play equipment)	Financial & Reputational	1	3	4	12	Low	Insurance cover	1 – Very low	1 – Insignificant	1 - Very short (0 - few hours)
2	Loss or damage to portable assets	N/A	1	3	3	9	Low		2 - Low	2 - Low	2 - Short (a few days)
3	Injury to third party on play equipment	Financial & Reputational	2	5	3	30	Low	Regular checks/Insurance cover	3 – Medium	3 – Moderate	3 - Medium term (week+)
4	Loss of funds through infidelity	Financial & Reputational	1	3	4	12	Low	No cash transactions. Two signatories on cheques. Insurance cover.	4 – High 5 – Very high	4 – Serious 5 – Very serious	4 - Long term (months) 5 - Very long term (years)
									<b>Risk Score = Probability X Impact X Impact time frame</b>		
5	Inadequate performance by grass cutting company	Financial	1	2	3	6	Low	Regular checks on performance	1 to 19 - Low		Within Tolerance
6	Inadequate handling of ShPC bank account	Financial & Reputational	1	3	4	12	Low	Regular bank statements and reconciliations, Annual audit and Reports back to PC meetings	20 to 39 - Medium 40 - 49 - High 50+ - Very High		Just Outside Tolerance Outside Tolerance
7	Inadequate financial records	Financial & Reputational	1	3	4	12	Low	Receipts and payment records kept/regular bank			
8	Failure to reclaim VAT	Financial	1	1	3	3	Low	Annual internal and external audit			
9	Inadequate Precept to support requirements	Financial & Reputational	1	3	4	12	Low	Annual budget process/regular reconciliations/annual Internal and External audit			
10	Inadequate recording of business, particularly decisions	Reputational	1	3	3	9	Low	Minutes book/Approval of minutes at next meeting/Annual Audit			
11	Ineffective Internal Audit	Financial & Reputational	1	3	3	9	Low	Annual Audit/Internal Audit/External Auditor			
12	Inadequate response to inspect documents	Reputational	1	3	2	6	Low	Advertisement of availability of books and timings/dates. Expenditure on minutes and on website			
13	Failure to respond to consultation	Reputational	1	3	2	6	Low	Minutes book/Consultation response procedure			
14	Inadequate document control	Reputational	1	3	3	9	Low	Hard and soft copies plus filing system			
15	Improper conduct by councillors	Reputational	1	4	4	16	Low	Adopted Code of Conduct/Register of Members Interests			
16	Libel or Slander litigation	Financial &	1	4	4	16	Low	Code of Conduct/Insurance Cover			
17	Incomplete/out of date Register of members' Interests	Reputational	1	3	3	9	Low	Declarations of Interests recorded/Minutes book			
18	Inadequate Clerk Contract	Reputational	1	1	4	4	Low	Annual review of Clerk's contract			
19	Loss of minutes book	Reputational	1	4	4	16	Low	Soft copies both on computer and in emails			
20	Loss of Receipts and Payments	Reputational	1	4	4	16	Low	Invoices retained/cheque stubbs retained/bank statements retained			
21	Failure to observe Data Protection Act	Reputational	1	4	3	12	Low	Data Handling Principles observed			
22	Loss or corruption of files in computer	Financial & Reputational	1	3	4	12	Low	Hard copy print outs and emails			
23	Loss or damage to hard copy files	Financial & Reputational	1	3	3	9	Low	Kept in filing cabinet/soft copies on computer			
24	Failure to operate clerk's PAYE	Financial	1	4	3	12	Low	Payroll/Minutes book			