

CHARNEY BASSETT PARISH COUNCIL - RISK REGISTER

2024-25

Risk Area	Control Procedure	Monitoring Process	Responsibility	Further Action Required	Review Date
Governance					
Inability to make decisions (5 Cllrs. required: 3 to be quorate)	Cllrs. elected every 4 years or by co-option if necessary	Cllrs. to notify Chairman of intention to resign asap. Cllrs. appointed to posts that align to their interests.	Cllrs. Clerk	Stimulate residents' interest in becoming a Councillor by disseminating information (e.g. through Charney Chatter) on the PC's activities.	bi-monthly
Loss of Clerk (resignation)	Period of notice stipulated in Statement of Employment. Ensure effective recruitment process.	Regular meetings between Clerk and Chair	Chair	Discuss intentions regarding contract extension before expiry on 1 April 2026	Oct-25
Loss of Clerk (unexpected)	Effective monitoring of duties as far as possible.	Regular meetings between Clerk and Chair	Chair Cllrs.	Chair to be copied into on-going relevant email correspondence	fortnightly
Loss of Finance Officer	Job Description; Letter of Appointment (April 2022)	Regular Meetings with Clerk and information exchange by email	Clerk; Chair	Check willingness of FO to continue in role (April 2025)	quarterly
Complaint against Council decision	Effective and up to date Standing Orders + training budget.	Minutes record reasons for decisions and procedure used (where relevant)	Clerk	Cllrs. to be encouraged to take up OALC training opportunities. Review Standing Orders if/when NALC next reviews its template	bi-monthly
Complaint against Cllr.	Effective and up to date Standing Orders and Code of Conduct	Interests declared in Register and at meetings where necessary. Code of Conduct to align with VoWHDC.	Clerk Cllrs.	Respond to any changes to VoWHDC Code of Conduct. Annual Review of declared interests (May)	bi-monthly
Complaint against Clerk	Up to date Job Description and Contract. Complaint Procedure in Standing Orders. Keep up to date with relevant legislation etc	Annual Performance Review	Chair Clerk	Performance Review undertaken Nov 2023: next due Nov 2024. Keep OALC Training Opportunities under review	bi-monthly
Failure to identify risks	Up to date Risk Register	Risk Register reviewed regularly	Clerk		annual
Operational					
Loss of data (meeting, communication and financial)	Electronic data backed up. Paper records securely filed.	PC Laptop backed up on memory stick. Secure filing cabinet.	Clerk	Regular updating of memory stick	monthly

Loss of historic records (e.g. property) with no electronic equivalent	Store in secure facility (e.g. Berks archive) in line with archive policy	Maintain adequate record of whereabouts of documents	Clerk	Full audit of documents required (Dec 2024). Archive Policy to be drafted/approved.	annual
Injury to personnel	H&S requirements flagged in Clerk's JD and Group ToRs	Incidents recorded and reviewed. Maintain employment insurance.	Clerk Volunteers	Remind Charney Army of requirement to Risk Assess tasks	annual
Harm to third parties from PC actions	H&S requirements flagged and risk assessed in advance where appropriate	Incidents recorded and reviewed. Maintain public liability insurance	Clerk Volunteers		annual
ineffective use of resources (resulting in non-achievement of aims)	Aims and objectives kept up to date in tandem with budget setting	Key decisions taken at open PC meetings	Clerk Cllrs.	Objectives reviewed at PC AGM (May)	annual
<u>Financial</u>					
Failure to secure adequate funding	Future spending and anticipated income identified prior to start of each financial year (normally January)	Precept requirements identified together with all possible income sources (incl. grants)	Clerk; Finance Officer		annual
Failure to control costs and make payments	Spending to accord with agreed budget (unless agreed otherwise at PC meeting). Payment procedures in Financial Regulations	Regular monitoring reports to PC. 3 Councillors authorised to make payments (manual cheque and electronically)	Clerk; Finance Officer	Sign up 3rd Councillor to authorise electronic payments	bi-monthly
Failure to maintain adequate reserves	Reserve Policy included in Financial Regulations	Balance reviewed at PC meetings	Clerk; Finance Officer	Review Reserves Policy after allotments set up (Nov 2024)	bi-monthly
Failure to comply with statutory requirements (incl. S.137 limit)	Maintain up to date Financial Regulations	Transactions independently verified and reported. Scrutiny process agreed annually. Awareness of up to date S.137 limit.	Clerk Auditor	Review CBPC Regs when NALC template review published	bi-monthly
Loss of Internal Auditor leads to need to submit end of year accounts to external auditor (cost £200+)	Appointment letter containing scope of role and length of appointment	Maintain regular contact with Internal Auditor through meetings, email etc	Clerk; Finance Officer	Review appointment letter March 2025	at least bi-annual
Unexpected financial loss (theft, dishonesty etc)	Finances held in secure bank and expenditure authorised by 2 Cllrs.	All transactions reported to PC meetings and process scrutinised by internal audit	Cllrs. Internal Auditor		bi-monthly
<u>Assets</u>					
Inadequate maintenance of property	Maintenance of Asset Register and provision of adequate finance	periodic inspections and response to public concerns	Clerk Cllrs.	Asset Register updated as necessary and as a minimum in time for May Committee	annual

Inability to respond to unexpected damage	Maintenance of adequate insurance cover	Insurer provided with up to date Asset Register	Clerk		annual
Loss of village hall as village asset	CHAFT Constitution	PC representation on CHAFT. Regular meetings of Joint Liaison Group. Monitor CHAFT meeting minutes.	Clerk Cllrs.	Include regular item on PC agenda to review CHAFT meeting minutes. Maintain discussion on MoU.	at least annually
Loss of Charney Field as village asset	CHAFT Constitution	PC representation on CHAFT. Regular meetings of Joint Liaison Group. CHAFT meeting minutes.	Clerk Cllrs.	Include regular item on PC agenda to review CHAFT meeting minutes. Maintain discussion on MoU.	at least annually
Failure to maintain Charney Mill to standards required by OCC	Charney Mill Lease (PC/OCC)	Regular meetings of Project Group.	Clerk Chair	Keep under review possibility of surrendering lease at 25 year break (circa 2028)	at least annually
Loss of Jubilee Orchard	Licence Agreement with Charney Manor	Maintain contact with Charney Manor trustees	Clerk; Chair	Respond as positively as possible to Trustees' proposals to amend the terms of the Licence Agreement	bi-annual
Loss of Ock Green	Licence Agreement with Charney Manor	Maintain contact with Charney Manor trustees	Clerk; Chair	Respond as positively as possible to Trustees' proposals to amend the terms of the Licence Agreement	bi-annual
Failure of defibrillator to function	Adequate maintenance of equipment and availability of trained volunteers	Regular inspection of equipment and replacement of batteries and pads as required by manufacturer. Periodic training of volunteers.	Chair	Advanced notification to Finance Officer of need to order replacement parts (Nov 2024). Replace broken glass pane in box.	annual
Failure to provide villagers with adequate allotment facilities	Provision of suitable land and infrastructure	Satisfactory compliance with terms of lease with OCC for current site and adequate Terms of Reference for Allotment Holders	Clerk	Maintain adequate communication with CLAP over set up arrangements	quarterly
Harm to individuals using PC property (including Village Green and bus shelter)	Conformity with H&S requirements and maintenance of adequate insurance cover	periodic inspections	Clerk		quarterly