

The following table charts the risks identified by the Council, the level of risk and mitigation measures adopted by the Council.

<i>Area</i>	<i>Subject</i>	<i>Potential risk(s)</i>	<i>Level</i>	<i>Risk control measures (current)</i>	<i>Future action</i>
<i>Operations</i>	Continuity of business	Unforeseeable circumstances lead to loss of access to documents necessary to Council operations.	medium	When possible, files are stored in multiple formats (digital, hard copy) and locations (electronically; Clerk's home, VH filing). Files pertaining to the current financial year are shared with Council members through GDrive. Chair and Vicechair of the Council are provided with password access for accessing correspondence and digital files in case Clerk is indisposed/ resigns.	Monitor
	Meeting venue	Physical access, health & safety	low	Council meeting take place in the Great Chishill VH. Multiple key holders have access (Clerk and 1 Cllr; VH manager and community volunteers). The VH Charity provides health & safety management on behalf of the whole parish community.	Control adequate
	Loss of Clerk	Clerk resigning or being incapacitated through injury	medium	The Council would need to apply to CAPALC for a locum Clerk before filling the vacancy through recruitment.	Monitor, maintain affiliation with CAPALC.
<i>Finance</i>	Financial viability & stability	Expenditure exceeding income	low	The Council operates a policy of maintaining a reserve equal to 50% of the annual precept. Financial regulations for approval of expenditure are in place. All expenditure other than utility bills, minor repairs to Council assets, Clerk's salary, reimbursement for approved expenses and recurring local expenditure <£100 is only actioned subsequent to approval in a Council meeting.	Control adequate

				Precept requirement reviewed each January in conjunction with budget forecast.	
	Banking	Inadequate checks; incorrect payments	low	Council accounts with Barclays are handled by the Clerk (as RFO). Access to online banking for two councillors as named signatories on the accounts. Bank statements and breakdown of the previous calendar month's expenditure (2 months for summer and Christmas break) are presented for approval by the Clerk at each Council meeting. No one person (including Clerk) has authority to transfer money out of the Council current account without co-authorisation of another signatory. Dual authorisation protocol provides checks. Payroll administered by Blanche & Co	Control adequate Control adequate
<i>Liability</i>	Public liability	Risk to third parties, property, individuals from Council assets or activities	medium	The Council maintains liability insurance. Inspections to outdoor gym and playground are carried out annually by appropriate service providers. Community groups running activities on Council-owned land undertake their own due diligence and risk assessment (Playing Field Association). Council responds promptly to issues with council-owned trees (Playing Field, Plaistow) and malfunctions/ deterioration of physical assets (Memorial, bus shelter etc).	Monitor and respond to issues reported by parishioners
<i>Liability (continued)</i>	Legal liability	Compliance, reporting	low	Council receives draft meeting minutes as soon as practical; minutes are approved at next Council meeting. Minutes and finance sheets are published on the Council website.	Monitor; review at least annually
		Legality of activities	low		Monitor

	Legal liability <i>(continued)</i>	Information processing and control	medium	Clerk seeks to clarify legal position on matters raised by parishioners; seeks advice from CAPALC and other relevant bodies as appropriate. The Council adheres to UK data protection legislation. Incoming councillors are inducted into Council practices after accepting election to the Council by the Clerk.	Review after changes to IT management; then review annually.
<i>Assets</i>	Land	Misuse, damage, vandalism	medium	Insurance cover is in place. Problems reported by parishioners are rectified as soon as feasible to ensure open spaces are accessible to the community. The Playing Field is managed by the Playing Field Association (PFA).	Monitor quarterly and respond as appropriate
	Street furniture	Malfunctions	medium	Handled on a reporting basis. Clerk keeps in touch with local handyman to be able to schedule repairs at short notice.	Monitor quarterly and respond as appropriate
		Damage, vandalism	medium	Insurance cover is in place.	Monitor quarterly and respond as appropriate
<i>Audit(s)</i>	Annual Governance & Accountability Return (AGAR)	Late submission; not completed satisfactory	low	AGAR is completed by Clerk/RFO and Council Chair at appropriate Council meeting.	Control adequate
		Auditor's recommendations not followed.	low	Reports by internal and external auditors to be circulated to Councillors by Clerk and any actions documented/ minuted for future reference.	Ensure reports are considered at Council meeting
<i>Reputational Risk</i>	Councillors, Clerk	Bringing the Council into disrepute	low	Ensure Councillors and Clerk understand and adhere to Code of Conduct relevant to their role in Council operations.	Monitor; identify training needs
		Conflict of interests	low	Register of Members' interests to be completed at the beginning of their term on the Council.	Members take responsibility for accuracy