

## Stoke Trister with Bayford Parish Council – Risk Register (with Scoring Matrix)

### 1. Governance & Administration Risks

Risk	Likelihood	Impact	Score Before	Controls in Place	Score After	Further Actions
Failure to comply with statutory duties	2	3	<b>6 (High)</b>	Clerk training; audits; website compliance	<b>3 (Medium)</b>	Annual review; councillor training
Loss of Clerk (resignation/absence)	2	2	<b>4 (Medium)</b>	Documented procedures; backed-up files	<b>2 (Low)</b>	Business continuity plan
Councillor vacancies / low engagement	2	2	<b>4 (Medium)</b>	Co-option process	<b>3 (Medium)</b>	Improve communication
Poor decision-making due to lack of information	1	2	<b>2 (Low)</b>	Agenda planning; Clerk guidance	<b>1 (Low)</b>	Training for councillors

### 2. Financial Risks

Risk	Likelihood	Impact	Score Before	Controls in Place	Score After	Further Actions
Mismanagement or loss of funds	2	3	<b>6 (High)</b>	Dual authorisation; internal audit	<b>3 (Medium)</b>	Review financial controls
Precept insufficient	1	2	<b>2 (Low)</b>	Budget planning; reserves policy	<b>1 (Low)</b>	Annual reserves review

Risk	Likelihood	Impact	Score Before	Controls in Place	Score After	Further Actions
Fraud or cybercrime	2	3	<b>6 (High)</b>	Secure email; antivirus	<b>4 (Medium)</b>	Cybersecurity training

### 3. Asset Risks (SIDs, Bins, Benches)

Asset / Risk	Likelihood	Impact	Score Before	Controls in Place	Score After	Further Actions
<b>SIDs – Theft or vandalism</b>	2	2	<b>4 (Medium)</b>	Secure mounting; insurance	<b>3 (Medium)</b>	Anti-tamper fittings
<b>SIDs – Failure/malfunction</b>	2	2	<b>4 (Medium)</b>	Regular checks	<b>2 (Low)</b>	Maintenance log
<b>Bins – Damage/vandalism</b>	2	1	<b>2 (Low)</b>	Inspections	<b>1 (Low)</b>	Replace as needed
<b>Bins – Overflow/hygiene issues</b>	2	1	<b>2 (Low)</b>	Unitary emptying schedule	<b>1 (Low)</b>	Report issues promptly
<b>Benches – Deterioration</b>	2	2	<b>4 (Medium)</b>	Annual inspection	<b>2 (Low)</b>	Maintenance schedule
<b>Benches – Injury to public</b>	1	3	<b>3 (Medium)</b>	Public liability insurance; checks	<b>2 (Low)</b>	Written inspection logs

### 4. Health & Safety Risks

Risk	Likelihood	Impact	Score Before	Controls in Place	Score After	Further Actions
Injury caused by council-owned assets	1	3	<b>3 (Medium)</b>	Insurance; inspections	<b>2 (Low)</b>	Formal inspection records
Risks from events supported by council	1	2	<b>2 (Low)</b>	Risk assessments	<b>1 (Low)</b>	Ensure organisers provide insurance

### 5. Information & Technology Risks

Risk	Likelihood	Impact	Score Before	Controls in Place	Score After	Further Actions
Loss of digital records	1	3	<b>3 (Medium)</b>	Cloud storage; backups	<b>2 (Low)</b>	Annual backup review
Website failure or non-compliance	2	2	<b>4 (Medium)</b>	Regular updates	<b>3 (Medium)</b>	Accessibility audit
Data breach (GDPR)	1	3	<b>3 (Medium)</b>	Password protection	<b>2 (Low)</b>	Annual GDPR review

### 6. External & Environmental Risks

Risk	Likelihood	Impact	Score Before	Controls in Place	Score After	Further Actions
Severe weather damaging assets	2	1	<b>2 (Low)</b>	Insurance	<b>1 (Low)</b>	Emergency repair plan
Highways issues affecting SIDs	2	2	<b>4 (Medium)</b>	Liaison with Somerset Council	<b>3 (Medium)</b>	Maintain communication

Risk	Likelihood	Impact	Score Before	Controls in Place	Score After	Further Actions
Reputational risk from public dissatisfaction	2	2	<b>4 (Medium)</b>	Website updates; open meetings	<b>3 (Medium)</b>	Improve communication

**Responsible person for Risk Register: Parish Clerk**

**Reviewed by the Parish Council on this date:** \_\_\_\_\_

**Signed Clerk:** \_\_\_\_\_

**Signed Chair:** \_\_\_\_\_

## **Risk Scoring Matrix**

### **Likelihood Scale**

- **1 – Low:** Unlikely to occur
- **2 – Medium:** Could occur
- **3 – High:** Likely or has happened before

### **Impact Scale**

- **1 – Low:** Minor inconvenience
- **2 – Medium:** Noticeable disruption or moderate cost
- **3 – High:** Major disruption, legal or safety implications

### **Risk Rating (Likelihood × Impact)**

- **1-2 = Low (Green)**
- **3-4 = Medium (Amber)**
- **6 = High (Red)**
- **9 = Very High (Red)**