SOUTH BRENT PARISH COUNCIL
Risk Register

No.	Risk	Likelihood score high, medium, low	Impact Score, high, medium, low	Risk rating high, medium, low	Response: Management/mitigation (What actions have been taken)
	FINANCIAL				
1	Budget overrun	M	M	M	Increase the Precept. Reserves policy in place.
2	Precept unpaid by SHDC	L	H	M	Unlikely but ensure general reserves equating to three months spend are in place.
	SECURITY				
3	Fraud or financial loss	L	L	L	Fidelity Insurance in place
4	Cash avoided or banked promptly	L	L	L	Minimal cash handling
5	Payments have two authorisations	L	L	L	Financial regulations in place
6	Fidelity Guarantee insurance in place	L	L	L	Part of financial regulations
7	Payments by BACS to suppliers	L	L	L	Internal audit carried out.
	PROPERTY				
8	Vandalism or accidental damage	M	M	M	Insurance in place but limited by excess
9	Properties owned by PC	M	M	M	Regular inspections
10	Insignia, deeds & records	M	M	M	Stored securely
	LEGAL				
11	Standing orders, procedures and policies in place	L	L	L	Annual Review
12	Independent and external audits	L	L	L	Independent and external audits in place
13	Payments are resolved, authorised and clearly minuted	L	L	L	Part of financial regulations

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	IT				
14	Documents are on the website	M	M	M	Ensure back-up copy of website
15	The accounts package is emailed to Finance Chairman monthly	M	M	M	Ensure availability of back-up package
16	Anti-virus	M	M	M	Reviewed annually
17	PAT testing, equipment updated, surge protection	L	L	L	Reviewed annually
18	Data protection	L	L	L	No private information held
	REPUTATIONAL				
19	Code of Conduct & Register of Interests	M	L	M	Register of interest and declaration at each meeting and training of Councillors
20	Declaration of interests early on each agenda	M	L	M	Near the beginning of each agenda
21	Responsibilities of the Council as an employer	M	M	M	Conform to legislation
22	Continuing training for Councillors and clerk	M	M	M	Encourage new and ongoing training

Date adopted	Last review date	Comments	Next review due
11.12.2017	29.4.2024	**Review annually**	September 2025
As above	16.12.2025	**Amendments made and agreed**	December 2025