

Risk	Issue	Probability	Impact	Mitigation Measures
1	Loss of, or damage to, WVC's fixed physical assets.	Low	High	Asset Register. Insurance cover. Intruder alarm fitted to the community centre
2	Loss of, or damage to, WVC's portable physical assets.	Low	Low	Asset Register Insurance cover
3	Injury to a third party in the Cemetery	Low	High	Gates, walls, paths, roadway, and graves kept in good order. Regular Tree Risk Assessment. Trees managed. Insurance cover Weekly inspections
4	Injury to a third party in The Play Park	Low	High	A minimum of 40 inspections per annum made by WVC. Quarterly Inspections by outside body. Insurance cover. Regular Tree Risk Assessment. On going maintenance programme
5	Loss of funds through infidelity	Low	Medium	No cash transactions Cheques to be signed by two Councillors & online payments authorised by two Councillors. Invoices are scanned and sent to Councilors before payments are authorised.
6	Inadequate handling of WVC's Bank accounts	Low	High	Monthly bank statements Monthly reconciliations. RFO's reports to PC meetings. Annual Audit.

7	Inadequate financial records.	Low	High	Receipts & Payments record. Monthly bank statements. Monthly reconciliations. Cheque stubs retained. Financial Regulations. Approval of Expenditure process. Annual Audit.
8	Expenditure outside WVC's powers.	Low	Medium	Financial Regulations. Approval of Expenditure process. Payments record. Annual Audit.
9	Failure to reclaim VAT.	Low	High	Financial Regulations. Annual Audit
10	Inadequate Precept to support requirements.	Low	High	Annual budget process RFO's reports to meetings. Quarterly Finance meetings. Annual Audit.
11	Inaccurate recording of business at meetings.	Low	Medium	Numbered Minutes. Minutes approved at next VC meeting. Annual Audit.
12	Ineffective Internal Audit	Low	Medium	Annual Audit External Auditor.
13	Inadequate response to requests to inspect documents	Low	Medium	FOI Act Publication Scheme Filing system. Public Enquiry Response procedure.
14	Improper conduct by Councillors	Low	High	Adopted Code of Conduct. Registers of Elected Members interests. Undertakings signed by Councillors.

15	Libel or Slander litigation	Low	High	Adopted Code of Conduct Undertakings signed by Councillors. Insurance cover.
16	Incomplete, inaccurate, out-of-date Register of interests	Low	High	Consideration at each VC meeting Declarations of interest recorded Minutes recorded.
17	Contract for all employees	Low	High	A relevant contract of employment should be negotiated and signed by any new staff appointed.
18	Loss of Minutes	Low	High	Minutes sent to Record Office in Bath Soft copy files held on computer. Computer records backed up each week onto a USB Flash drive and stored away from the office.
19	Loss of receipts and payment record	Low	High	Invoices retained Cheque stubs retained. Bank statements retained.
20	Failure to observe Data protection Act.	Low	High	Data Handling Principles observed
21	Loss, or corruption, of files on computer	Low	High	Up-to-date anti-virus software installed. All records are backed up each week onto a USB Flash Drive, which is then held away from the office.
22	Loss of, or damage to record books relating to the Cemetery	Low	High	All books kept in a locked steel filing Cabinet.
23	Injury to a third party in the allotment garden area	Low	High	Insurance cover for Public Liability on common land. Allotment holders advised to obtain insurance cover, stated in the 'Tenancy Agreement' Ensure erection of protective netting

				by Whitchurch Cricket Club. Quarterly inspection report by the Allotment Committee. Regular Tree Risk Assessment
24	Management of Village Council noticeboard	Medium	Medium	Ensure two people are present when noticeboard is used.
25	Inappropriate changes to the Clerks pension fund	Low	Medium	Report any pension changes to a full meeting of the Council. All cheques to be signed by two Councillors & online payments authorised by two Councillors
26.	Inappropriate use of Social Media	Low	High	Social Media policy in place, adhered to and reviewed annually.
27.	Confidential Waste incorrectly disposed of	Low	High	Office - shred all confidential waste. Bulk confidential waste shredded on site and receipt obtained (Kn Office) Councillors need to shred or burn confidential waste. Confidential e-mails should be dealt with appropriately.
28.	Flooding at Cemetery – trench flooding with water	Low	High	Use water pump to empty flood water from the base of the grave. Where possible dig the grave in dry weather to reduce the risk of water ingress. Do not enter the grave unless pump is working and the sides of the grave are shored and then only when necessary. Copy of grave diggers public liability insurance and risk assessment.

29. Cemetery - contaminated soil	Low	High	Remove contaminated soil. Do not mix contaminated soil with other soil types, use to backfill wherever possible. Copy of grave diggers public liability insurance and risk assessment.
30. Staff Appraisals for employees	Low	High	Need to put in place annual Staff Appraisals to ensure appropriate staff support is in place.
31. Loss of funds due to high balances not being protected.	Low	High	Ensure balance of current account is below £85K protection limit by transferring funds to the NS&I account which is 100% backed by the HM Treasury so all money invested is secure.