MESSING CUM INWORTH PARISH COUNCIL
RISK REGISTER

FINANCIAL AND LEGAL

Risk(s) identified	Likelihood	Mitigations and control of risk	Review and future actions
Inadequate financial records for statutory requirements.	Low-medium	Clerk has completed FILCA qualification. Annual internal and external audits carried out. Up-to-date Financial Regulations adopted. Records to be kept in accordance with Accounts and Audit regulations.	Clerk to undertake CiLCA qualification starting Aug 2025. Financial Regulations reviewed regularly.
Loss of cash through theft or dishonesty.	Low	Cash is securely stored. Reduce amount of cash handled and bank as soon as possible.	Fraud and dishonesty cover included in additional cover at insurance renewal Oct 2025.
Unexpected reduction in income.	Low	Maintain adequate reserves.	Level of reserves will be discussed during annual budget setting process.
Precept not paid by Colchester City Council.	Low	Precept expected in April and September of each year and notification sent by Colchester City Council	Included in PC calendar.
Precept request not submitted to Colchester City Council.	Low	Precept deadline is January of each year.	Included in PC calendar.
Insufficient funds to operate	Low	Annual budget approved by full Council. Finances monitored at monthly Council meetings. Maintain adequate reserves.	
Clerk salary and associated costs paid incorrectly	Low	Council contracts external payroll provider.	

Collapse of insurance company	Low-medium	Company used is specialist for Councils.	Review and switch if necessary, although currently in Yr 2 or 3-year agreement.
Damage to third party property or individuals.	Medium-High	Public liability insurance is in place.	Annual review of level of public liability cover – £10m cover at insurance renewal Oct 2025.
Risk of being sued by third party as a consequence of providing a service.	Medium-High	Public liability insurance is in place. Maintain details of all complaints received and action taken.	Annual review of level of public liability cover - £10m cover at insurance renewal Oct 2025.
Liability as a consequence of asset ownership.	Low	Public liability insurance is in place. Annual inspection of assets carried out.	Annual review of level of public liability cover. Update asset register.
Lack of, or incorrect information regarding Members' interests, gifts and hospitality.	Medium	Code of Conduct is signed and Register of Interests form completed by all Members of Council.	Review annually. Members to advise Clerk of new interests within 28 days.
Unfair dismissal claim. Inadequate employment law in place.	Low	Contract of employment provided. Access to appropriate training for staff. Disciplinary and Grievance procedure in place.	Annual staff appraisal to be carried out annually, last completed Sep 2025.

PHYSICAL

Risk(s) identified	Likelihood	Mitigations and control of risk	Review and future actions
Damage to Council property, furniture and equipment (Assets)	Medium	Adequate insurance cover in place with appropriate asset values. Maintain asset register.	Annual check on insurance values, although currently in Yr 2 of 3-year agreement. Register new assets and update asset register.
Public become unruly before, during or after Council meeting.	Medium	Door to meeting room to be shut before and after all Council members have arrived or left the premises. Police to be called if required.	Standing Orders reviewed regularly.

		Meeting procedures in Standing Orders. Business Interruption Cover in place.	

PROFESSIONAL

Risk(s) identified	Likelihood	Mitigations and control of risk	Review and future actions
Inability to meet deadlines for responses to consultation.	Low	Relevant documents are circulated to Council members when received. Consultation actions are minuted.	Open meetings held with residents if required.
Timely, correct and accurate reports of Council business not available.	Low	Minutes are properly recorded and circulated for comment. Previous minutes to be approved and signed at each Council meeting. Minutes are published on the website.	
Electors and parish members are unable to exercise their rights of inspection.	Low	Agendas for each meeting prepared in advance and publicised on Council noticeboards and website. End of year accounts are available for inspection	
Documents, including correspondence, are unavailable. Records inadequately stored.	Low	Some historic documents are deposited with Essex Records Office (ERO). Filing systems are updated and monitored.	Files held in village hall to be checked. Additional deposit of information to be made to ERO when appropriate.
Changes to legislation and procedures are not adopted.	Low	Appropriate training is available to Clerk and Members. Annual training budget.	Review annual training budget.

		Up-to-date Standing Orders are adopted.	
Clerk's home office environment is unsafe.	Low	Working from Home Risk Assessment carried out.	Review every two years.
Allotments – injury to plot holders Allotments – failure to collect payments Allotments – damage to land/fencing/gates	Medium	Regular inspection of Allotment Site. Clerk issues invoices and records payments from plotholders. Insurance cover in place.	
Orchard – damage to land/fencing/gates/trees Orchard – injury to visitors Orchard – trespassers	Medium	Regular inspection of Orchard. Gates locked when not in use, residents can obtain code for pedestrian gate from the Clerk. Insurance cover in place.	Report Anti-Social Behaviour to CCC Community Safety.
Data Protection Data Breach	Low	GDPR Minimal confidential data held.	
Inworth Community Benefit payments. Loss of Contact with Foresight.	Low	Contact established with Foresight and payments made to residents winter 2024.	Next payments 2029.

TECHNICAL

Risk(s) identified	Likelihood	Mitigations and control of risk	Review and future actions
Failure of computer system hardware.	Medium	Cloud storage system provided by Microshade VSM used to back up files.	