Risk area	Risk identified	Level of risk (H/M/L)	Management of risk	Action required	Review date
Section one: Areas where there may be scope to use insurance to help manage risk					
Property and contents owned by the council	Loss or damage	H	An up-to-date register of assets and investments	Review Annually at April Full council and Quarterly by IA. list correct as of 31/03/2025	Annually at year End by The Council, Quarterly by IA.
Damage to third party property or individuals	Public liability	H	Property maintenance and insurance cover	Insurance held with Gallagher, renewal date of 23.09.25, reviewed by council at September Full Council and by IA	Reviewed by council at September Full Council and by IA
Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party	Public liability	H	Annual review of risk and the adequacy of cover	Value of insurance £1m, held with Gallagher	Reviewed annually by council At September Full Council and by IA
Loss of cash through theft or dishonesty	Fidelity guarantee	L	Secure cash storage with regular banking. Correct level of insurance & implementation of robust Internal Controls	Level £800,000, insured with Gallagher, internal controls checked by Finance Committee and IA	Internal controls checked by Finance Committee Annually (July) and at each IA visit.
Legal liability as a consequence of asset ownership	Public liability	H	Property maintenance and insurance cover	Value of insurance £1m, held with Gallagher	Reviewed annually by council at September Full Council and by IA
Section two: Working with others to help manage risk					
The provision of services being carried out under agency/partnership agreements with principal authorities	Reduced oversight may lead to service failures, unclear accountability, reputational harm, and legal non-compliance	L/M?	Review compliance key contract terms, renewal/termination dates. depending on risk: medium risk: quarterly or biannually, low risk: annually.	Contracts reviewed as per determined risk level	Reviewed annually or as required

Risk area	Risk identified	Level of risk (H/M/L)	Management of risk	Action required	Review date
Banking arrangements, including borrowing or lending	Fraud or corruption	L	Maintain up-to-date Financial Regulations; IA audits	Review Financial regs annually; IA to audit banking arrangements	July annually
Ad hoc provision of amenities/facilities for events to local community groups	Public Liability	L	Require insurance certificates from hirers	Ask relevant hirers for copies of insurance certificates.	Review new hirers at time of hire & annually for regular hirers
Vehicle or equipment lease or hire	Poor service or liability	L	Hire only from reputable companies	Hire from reputable companies, monitor by council	As required
Professional services (website design, consultancy)	Non-compliance with procurement legislation	L	Follow financial regulations	Conduct credit checks, monitor budget & contract compliance	As contracts arise
Section three: Self-managed risk					
Employment law and Inland Revenue regulations	Non-compliance with legal requirements	L	Internal Auditor Review	IA to review employment and payroll compliance	Annually
VAT	Non-compliance with HMRC regulations	L	Internal Auditor Review	IA review VAT returns & procedures	Annually
Annual precept	Inadequate Budgeting	L	Approved at Budget and Task and Finish and Full Council. IA review	Submit timeously to local authority for processing. Publish on website after approval	Annually (budget cycle)
Grants	Ensuring proper use of funds granted to local community bodies under specific powers, s137 or GPC	L	Use standard grant form with supporting documents; decisions minuted, reviewed by IA; recipients to spend within one year and submit impact report	Publish grant form on website; review and approve all requests at December Finance Committee meeting.	Annually in July.
Council minutes	Inaccurate or delayed reporting of council business in	L	Proper, timely and accurate reporting of council business in the minutes	Upload agenda packs and minutes to website as per Transparency	After each meeting cycle

Risk area	Risk identified	Level of risk (H/M/L)	Management of risk	Action required	Review date
	meeting minutes			Code. IA review bi-annually	
Rights of inspection	Failure to meet statutory requirements for public inspection of accounts	L	Ensure website is updated annually in May following submission of accounts to external auditors (BDO)	Clerk to upload required documents and notices in line with statutory deadlines	Annually in May
Document Control	Lack of proper systems for managing and publishing council policies	Low	Ensure all policies are approved by Council and published on the website	Clerk to maintain up-to-date policy register and publish approved documents	Annually or as updated
Register of Members' Interests and Gifts and Hospitality	Incomplete or outdated register entries	Low	Maintain accurate and up-to-date register; reviewed annually by Internal Auditor (IA)	IA to review register annually; members to update declarations as required	Annually
Compliance with Transparency Code	Reduced public trust, risk of regulatory non-compliance.	L	Appoint responsible Officer to monitor compliance	Monitor legislative changes, keep website current	Annually or at change of legislation.
Data Protection	Breach of personal data due to human error, poor security, or lack of staff training	M	Implement a Data Protection Policy, conduct regular audits, and provide staff training	Appoint Data Protection Officer to ensure DP & GDPR compliance oversee Schedule annual audits, update policy, and deliver refresher training sessions	Annually or at change of legislation.