



WHITTINGHAM, CALLALY & ALNHAM PARISH COUNCIL

Risk Register

1. Introduction

Whittingham, Callaly and Alnham (WCA) Parish Council recognises its responsibility to identify and manage risks to ensure it can deliver its services effectively, protect public funds, and comply with its legal and regulatory obligations.

This Risk Register sets out the key risks that could affect the Council's operations and the control measures in place to mitigate them. The register is intended to provide assurance to councillors, residents, and other stakeholders that risks are being actively monitored and managed in a proportionate and practical manner.

The Council's approach to risk management is based on the following principles:

- Focusing on significant risks which could impact the Council's ability to function or meet its objectives
- Maintaining proportionate and practical controls appropriate to the Council's size and resources
- Regularly reviewing risks to ensure controls remain effective and risks are appropriately mitigated

This register will be reviewed at least annually by the Council or sooner if required by changes in legislation, guidance, or the Council's circumstances.

2. Risk Areas, Controls and Review Responsibilities

Risk Area	Risk Description	Potential Impact	Control Measures / Mitigation	Review Frequency / Responsibility
Financial Management	Failure to set adequate precept	Inability to meet council obligations	Annual budget setting, quarterly budget monitoring	Full Council annually
	Loss or theft of funds	Financial loss	Two councillor authorisation, bank reconciliation, insurance (fidelity guarantee)	Monthly checks by councillor



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	Inadequate reserves	Insufficient funds for emergencies	Reserves policy, reviewed at budget setting	Annually by RFO & Council
	Incorrect VAT handling	Financial penalties, audit issues	VAT recorded on cashbook, annual VAT return	RFO & Internal Audit annually
	Incorrect payments / fraud	Payments made without proper authority or to incorrect payee	Schedule of payments reported to Council, bank verification checks	RFO / Other Bank Signatories
Governance & Compliance	Non-compliance with laws and regulations (GDPR, FOI, Equality, H&S)	Legal penalties, reputational damage	Standing Orders, policies in place, staff & councillor training	Annual policy review
	Failure to maintain accurate minutes	Poor governance record	Minutes reviewed and approved at each meeting	Monthly by Council
	Failure to respond to electors' rights	Reputational damage, legal breach	AGAR process followed, public rights advertised	Annually by Clerk
	Unlawful decisions / ultra vires actions	Council acting outside powers	Clerk advice, Standing Orders, training	Clerk; Full Council at each meeting
	Code of Conduct / member behaviour	Complaints, reputational damage, monitoring officer involvement	Code of Conduct, declarations, Chair management	Chair and Clerk; annual review by Full Council
Staffing	Loss of Clerk / key personnel	Disruption of services	Documented procedures, key contacts held by Chair, back-up arrangements	Annual check



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	Payroll errors	Over/underpayments, HMRC penalties	Payroll reports checked, internal audit	Monthly and annually
Assets	Loss or damage to assets	Financial loss, loss of service	Asset register maintained, insurance reviewed annually	Annual asset check
	Injury caused by assets (benches, noticeboards etc.)	Public liability claims	Regular inspections, maintenance programme, public liability insurance	6-monthly checks by councillors
	Asset register inaccuracies	incorrect insurance, AGAR issues	annual review and reconciliation	
Public Land / Buildings / Play Areas	Injury on council land or facilities	Legal liability, reputational damage	Regular inspections, risk assessments, insurance cover	As per inspection schedule
	Failure to maintain play equipment	Injury, reputational damage	Play inspections (weekly, quarterly, annual ROSPA), maintenance programme	As per inspection contract
Public Events	Injury to public at events	Public liability claims	Event-specific risk assessments, insurance, trained volunteers	Before each event
	Lack of event planning	Disruption, reputational damage	Clear event planning and approval process	Before each event
Data & Cyber Security	Loss of council data	Service disruption, reputational damage	Regular backups, secure storage, GDPR compliance	Monthly by Clerk



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	Cyber attack	Data breach, financial loss	Antivirus, strong passwords, councillor/staff training	Annually by Clerk
Business Continuity	Inability to access records in emergency	Disruption of services	Offsite backups, cloud storage, shared access with Chair / nominated councillor	Annually
	Loss of premises (if applicable)	Disruption of services	Alternative meeting venues identified	Annually

Adopted by Whittingham, Callaly & Alnham Parish Council on: