

**OPGPC RISK REGISTER**

<b>Risk Number</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Overall</b>	<b>Mitigation</b>	<b>Notes</b>
1	Loss of Parish Clerk	L	H	H	Membership of HALC to access temporary clerk. Proper Contract of Employment Proper Annual Review/Appraisal	In place Annually - January
2	Loss of Parish Records & Paperwork	L	M	M	Electronic Records Scanned Paperwork Website Laptop - electronic records stored on the Parish's own laptop Back up USB sticks held separately	Now up and running, administrators assigned Laptop now bought via a grant
3	Noticeboards Unsafe	L	M	M	Annual review of the state of the noticeboards & Insurance Policy	Noticeboards are used by the public, if they collapse they may cause minor personal injury All noticeboards have been renovated within the last 5 years.
4	Ocle Pychard Bus Shelter	L	M	L	Annual review of status & Insurance Policy	Bus Shelter replaced - Feb 2018
5	Financial resources misused	L	L	L	All discretionary expenses approved and minuted in full council meetings Monthly reviews of the finances by full council	Four councillors to be added to the list of signatories
6	Unexpected or Increased Costs	L	L	L	Annual Budget set in full Council Budget for inflation+ extra Monthly reviews of the finances by full council, plus Annual Out-Turn Fund for Elections to be established Reserves to be kept	Accounted for now
7	Increased Responsibilities handed down by the 'shire council	L	L	L	Maintain dialogue with Ward Councillor, other County Councillors, HALC et al	
8	Transparency Requirements	L	L	L	Ensure training of Clerk, Chair and relevant Councillors	
9	Challenge to NDP decisions	L	M	M	Hire of professional Consultant Training of relevant Concillors Maintain track record of "challenging" conversations to avoid accusations of external pressure Maintain track record of public consultation	David Nicholson Hired (ex County Council Planner) Two Councillors have attended briefing on NDP  Part of the web site now being built up