

| Hutton Cranswick Parish Council | | | Review considered by Parish Council on 21st December, 2022 - approved minute 22/295 | | | | | | | |
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| Register of Risks | | | Proposed amendments shown by strike through or in RED | | | | | | | |
| The Council recognises Risk Management is a process of identifying and understanding the risks that organisations face. It is an important part of the Council's work. It requires an assessment of the effect that the | | | | | | | | | | |
| Ref No. | Type of Risk | Possible Risks | Risk Score prior to mitigation | | | Measures to mitigate possible risk | Risk Score after mitigation | | | Comments as at 21st December, 2022 |
| | | | Likelihood | Impact | Risk Score | | Likelihood | Impact | Risk Score | |
| R1001 | Risk Assessments | The Council does not consider risks may change or that new risks may arise. | 2 | 3 | 6 (High) | The Council is risk aware and regular reviews risk. | 1 | 3 | 3 (Medium) | No new risk identified |
| R1002 | Powers | The Council makes an illegal decision. | 2 | 3 | 6 (High) | Councillors are aware of the Powers and Duties of Parish Councils and decisions are made accordingly and in conjunction with the Council's Standing Orders and Financial Regulations. The Clerk seeks advice from ERYC/ERNLLCA whenever necessary. | 1 | 3 | 3 (Medium) | No challenge to a decision recorded in the minutes has been received |
| R1003 | Meetings | Fail to give notice of meetings in time. | 2 | 3 | 6 (High) | The Clerk ensures a notice for each meeting is published three clear days before the date of the meeting. | 1 | 3 | 3 (Medium) | April to October meeting summons / notice published 3 clear days prior to meeting |
| R1004 | Meetings | Meetings are not quorate. | 2 | 3 | 6 (High) | Councillors aware of meeting dates. Councillors are invited and regularly attend meetings. | 1 | 3 | 3 (Medium) | April to September meetings quorate to date |
| R1005 | Meetings | Lack of public participation. | 2 | 3 | 6 (High) | Meeting agenda published on noticeboards and website. Notice of next meeting appears in the Bulletin. Public given opportunity to speak at each meeting. A request from the public is considered at the next available Parish Council meeting. | 1 | 3 | 3 (Medium) | Opportunity given to public at each meeting. Residents spoke at meetings in April (2) July (1) September (1). No complaints about being denied right to speak. |
| R1006 | Meetings | Decisions not implemented. | 2 | 3 | 6 (High) | At the Chairman's agenda briefing meeting decisions still to action to be reviewed. | 1 | 3 | 3 (Medium) | The following are in progress: 21/089 Environment Policy 22/006 A new tree on the Green for Queens Jubilee. |
| R1069 | Meetings | Spreading coronavirus to those attending meetings and the members of the public. | 2 | 3 | 6 (High) | Anyone with COVID -19 symptoms should not attend meetings until after a safe quarantine period has elapsed. The main symptoms of COVID-19 are a high temperature, a new, continuous cough and a loss or change to your sense of smell or taste. | 1 | 1 | 1 - (Very Low) | As far as known no one with COVID has attended a meeting |
| | | | | | | Comply with the latest Government Guidelines for England. | 1 | 3 | 3 (Medium) | Councillors aware of guidance for living with COVID |
| | | | | | | Choose a large enough venue to allow social distancing and that can be well ventilated. Doors and windows to be opened, attendees to wear suitable clothing. | 1 | 3 | 3 (Medium) | W.I. Hall is well ventilated and large enough venue for seating to be spaced out. |
| | | | | | | Request to consider wearing face coverings. | 1 | 3 | 3 (Medium) | The agenda summons states: COVID – 19: Consider wearing a face covering in enclosed spaces where you may come into contact with people you do not normally meet. |
| | | | | | | Staggering arrival and exit times. Enter the building one at a time. Exit the building in an orderly manner - one at a time. | 1 | 3 | 3 (Medium) | Arrival and exit by attendees is carried out with common sense and safely |
| | | | | | | Social distance at all times. Meeting tables and public seating to be placed at least 2-metres apart and arranged so people are not facing each other directly. | 1 | 3 | 3 (Medium) | W.I. Hall large enough venue for seating to be spaced out. |
| | | | | | | Hand washing and use of hand sanitiser where appropriate. | 1 | 3 | 3 (Medium) | Hand sanitiser is available at the entrance to the W.I. Hall. |
| | | | | | | Hold paperless meetings | 1 | 3 | 3 (Medium) | Papers are not circulated at the meeting. |
| | | | | | | No refreshments to be taken during the meeting. | 1 | 3 | 3 (Medium) | No refreshments are taken |
| | | | | | | The meeting should be run in a business like manner and kept to a minimum time. | 1 | 3 | 3 (Medium) | Meetings are timely |

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| R1007 | Public Liability | Injury to a third party, member of the public or damage to property. | 2 | 3 | 6 (High) | Assets owned by the Council are regularly inspected and well maintained. Public Liability Insurance in place. | 1 | 3 | 3 (Medium) | Play area inspected weekly, schedule provided to Councillors monthly. The work recommended in annual inspection undertaken. Council not aware of injury to third party or member of public |
| R1008 | Employment Li | Breach of employment legislation | 2 | 3 | 6 (High) | The Clerk is employed based on agreed contact of employment. Employment liability insurance in place. The Council employs and follows advice of a payroll services company | 1 | 3 | 3 (Medium) | Complied with legislation. Revised treatment of holiday pay as recommended by Payroll Provider(Autela) (22/145) |
| R1009 | Standing Orders | Standing Orders are not fit for purpose | 2 | 3 | 6 (High) | The Council regularly reviews the Standing Orders. Recommendations relating to Parish Council Standing Orders from ERYC and ERNLLCA are considered. | 1 | 3 | 3 (Medium) | To be reviewed at Annual Meeting |
| R1010 | Financial Regulations | Financial Regulations are not fit for purpose | 2 | 3 | 6 (High) | The Council regularly reviews the Financial Regulations. Recommendations relating to Parish Council Financial Regulations from ERYC and ERNLLCA are considered. | 1 | 3 | 3 (Medium) | To be reviewed at Annual Meeting |
| R1011 | Business Continuity | Loss of use of computer | 2 | 3 | 6 (High) | A maintenance contract in place. Revert to printed information. Use mobile phone. | 1 | 3 | 3 (Medium) | |
| R1012 | Business Continuity | Unavailability of the clerk | 2 | 3 | 6 (High) | The Chairman will take advice from ERYC /ERNLLCA if the Clerk is not available. The Clerk continues to develop a list of procedures | 1 | 3 | 3 (Medium) | |
| R1013 | Data/information | Loss of electronic records | 2 | 3 | 6 (High) | The Clerk makes a copy of electronic information on a regular basis. Seagate Portable Drive stored in safe. | 1 | 3 | 3 (Medium) | Records regularly updated on Seagate Portable Drive. |
| R1014 | Data/information | Loss of paper records | 2 | 3 | 6 (High) | Historical records held by ERYC Archives. Current records are files held at Bella Cottage. Records are filed on a regular basis. | 1 | 3 | 3 (Medium) | Clerk to undertake review of records held in line with Document Retention Policy |
| R1015 | Employees (clerk) | Role performed inadequately | 2 | 3 | 6 (High) | The clerk has agreed contract of employment. Training is available as required. Performance reviewed when appropriate. Any complaints from the public are dealt with under the Complaints Procedure. | 1 | 3 | 3 (Medium) | Annual review of clerk's performance undertaken at November meeting, |
| R1016 | Value for Money | Value for money is not achieved | 2 | 3 | 6 (High) | The Council safeguards public funds by purchasing goods and services in accordance with Financial Regulations and Standing Orders | 1 | 3 | 3 (Medium) | As far as practical quotations/tenders sought for proposed works and approval sought from Parish Council. |
| R1017 | Precept | Inadequate precept | 2 | 3 | 6 (High) | To determine the amount of precept requires the Council considers; assumptions on the impact on residents of any change to the previous years charge; its reserves and a budget update report and assumptions of payments and receipts likely in the next financial year. The Council sets its annual budget prior to making a decision on the Precept Demand. | 1 | 3 | 3 (Medium) | Precept adequate so far. |
| R1018 | Precept | Late submission of the Precept Demand to ERYC. | 2 | 3 | 6 (High) | The Clerk submits the Precept Demand in accordance with ERYC deadline. Confirmation from ERYC of the amount and payment dates of the Precept is reported to the Council.. | 1 | 3 | 3 (Medium) | Precept Demand Notice submitted to ERYC on time. |
| R1019 | Precept | Late receipt of Precept from ERYC. | 2 | 3 | 6 (High) | The Council is aware that the precept is due in 2 instalments, on 30th April and 30th September. The Clerk reports the receipt of each instalment to the Council. Robust management of cash flow | 1 | 3 | 3 (Medium) | 2022-23 Precept received - £19,000 (03/05/2022) and £19,000 (03/10/2022) |
| R1020 | Financial reporting/records | Financial irregularities. | 2 | 3 | 6 (High) | The Council complies with the rules set out in its Financial Regulations that includes procedures that prevents fraud and financial irregularities. The Clerk maintains a record of receipts and payments, a summary of which is reported to each Council Meeting. An audit in undertaken by independent auditor in April | 1 | 3 | 3 (Medium) | A summary of receipts and payment and a full breakdown of the summary presented to each meeting. Initialed by councillors signing cheques for the month |

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| R1021 | Banking | Financial irregularities. | 2 | 3 | 6 (High) | The Council complies with the rules set out in its Financial Regulations. The Clerk provides a copy of the Current Account statement and reconciliation of the account and a copy of the Business Reserve Account statement to each Council Meeting. An audit is undertaken by independent auditor in April. | 1 | 3 | 3 (Medium) | A bank reconciliation has been provided to each meeting. |
| R1022 | Reserves | In sufficient reserves are held by the Council. | 2 | 3 | 6 (High) | The Council receives a copy of the monthly statement of the Current Account and the Business Reserves Account. Reserves are reviewed when setting the Budget and at the year end. | 1 | 3 | 3 (Medium) | A bank reconciliation and bank statements presented to each council meeting |
| R1023 | PAYE/NI obligations | Fail to make payment to HMRC. | 2 | 3 | 6 (High) | The Council employs and follows the advice of a payroll services company on its PAYE obligations. | 1 | 3 | 3 (Medium) | Payments made: Q1 - £291.60 (chq 3815) banked 29/06/2022 Q2 - £291.80 (chq 3841) banked 05/10/2022 |
| R1024 | VAT | Fail to recover VAT from HMRC. | 2 | 3 | 6 (High) | The Clerk makes a claim for VAT in April and October. Details of the claim are reported to the Council. | 1 | 3 | 3 (Medium) | Claim (£1,936.71) submitted on 03/10/2022. |
| As part of the Annual Governance and Accountability Return (AGAR) the internal auditor has to sign off that the Council has achieved a number of control objectives. | | | | | | | | | | |
| R1025 | Audit | The Council ignores the need for an audit. | 2 | 3 | 6 (High) | An audit, by an independent auditor, is undertaken in April, with the outcome reported to the Council. | 1 | 3 | 3 (Medium) | New Internal auditor appointed 28/04/2022. |
| R1026 | Audit | Appropriate accounting records have not been properly kept throughout the financial year. | 2 | 3 | 6 (High) | Records are maintained in line with Financial Regulations | 1 | 3 | 3 (Medium) | Accounting records are accurate and up to date |
| R1027 | Audit | The Council did not comply with its Financial Regulations, payments are not supported by invoices, all expenditure is not approved and VAT was not appropriately accounted for. | 2 | 3 | 6 (High) | The Council complies with its Financial Regulations. All payments are initialled by two Councillors. Expenditure is subject to a decision by the Council. VAT is recovered in April and October. | 1 | 3 | 3 (Medium) | All payments have been initialled by two councillors. Expenditure approved by the Council. £1936.71 VAT reclaimed 03/10/2022. |
| R1028 | Audit | The Council did not assess the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | 2 | 3 | 6 (High) | The Council sets its objectives as part of the financial plan. The Council is risk aware and regularly reviews all risks and the progress of the budget. A Forward Plan is to be developed and managed. | 1 | 3 | 3 (Medium) | Aim to set 3-year plan at the October meeting, including reporting assumptions of current year outturn and the year end bank account balances. |
| R1029 | Audit | The Council did not have an adequate budgetary process; progress against the budget is not regularly monitored; and reserves are not appropriate. | 2 | 3 | 6 (High) | Councillors are given relevant information and the opportunity to develop and prepare the Council's budget. A statement of the budget is reported to each Council Meeting. Reserves are reviewed at least annually. | 1 | 3 | 3 (Medium) | 3-year draft budget presented at September meeting for councillors to review and use as basis for approval of budgets at the October meeting. Current year position including assumption of year end bank balances presented at October meeting prior to Budget setting. |
| R1030 | Audit | The Council did not receive, properly record or promptly bank its expected income. VAT was not appropriately accounted for. | 2 | 3 | 6 (High) | Income received is banked within about one week of receipt and is shown in the budget statement reported to each Council Meeting. A schedule of VAT is maintained. VAT is recovered in April and October. Detail of the claim is reported to the Council. | 1 | 3 | 3 (Medium) | Rent for garden allotments banked as soon as practical 89% received. VAT Claim (£1,936.71) submitted on 03/10/2022. |
| R1031 | Audit | Salaries to employees and allowances to members are not paid in accordance with the Council's approvals, and PAYE and NI requirements are not properly applied. | 2 | 3 | 6 (High) | The Council employs payroll service company to manage salary, PAYE and NI requirements. Payments are made as advised. Members do not receive an allowance. | 1 | 3 | 3 (Medium) | Sage online commenced in August, 2022. |
| R1032 | Audit | Accounting statements prepared during the year are not prepared on the correct accounting basis (receipts and payments or income and expenditure) and not supported by an adequate audit trail | 2 | 3 | 6 (High) | An accounting statement and budget summary is reported to each Council Meeting. Each payment/receipt is evidenced by an invoice/receipt and is initialled by the two Councillors signing the cheque for the payment. | 1 | 3 | 3 (Medium) | A summary of receipts and payment and a full breakdown of the summary presented to each meeting. Initialled by councillors signing cheques for the month |
| R1033 | Audit | The Council did not have in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | 2 | 3 | 6 (High) | Robust management of cash flow. A budget summary including payments and receipts, copy of the latest bank statements and a bank reconciliation are considered at each Council Meeting. Each quarter The bank statement and bank reconciliation are verified and signed by a Councillor other than the Chairman and cheque signatory. | 1 | 3 | 3 (Medium) | A summary of receipts and payment and a full breakdown of the summary presented to each meeting. Initialled by councillors signing cheques for the month |
| As part of Section 1 of the Annual Governance and Accountability Return (AGAR) the Council has to approve an Annual Governance Statement. | | | | | | | | | | |

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| R1070 | AGAR - Financial management and preparation of accounting statements | The Council has not put in place arrangements for effective financial management during the year and for the preparation of the accounting statements | 2 | 3 | 6 (High) | Budgeting :- A Budget is prepared and approved in October. A Precept Demand is approved in December. A monthly financial appraisal is undertaken with corrective action taken where necessary. Accounting - The Clerk is responsible for financial administration. Up to date, accurate records of receipts and payments are in place. Presentation to each Ordinary meeting of a Bank Reconciliation and a Statement of Accounts (Receipts and Payments), a General Reserve Policy is in place. the level and purpose of Reserves reviewed annually. | 1 | 3 | 3 (Medium) | 3-year draft budget presented at September meeting for councillors to review and use as basis for approval of budgets at the October meeting. Current year position including assumption of year end bank balances presented at October meeting prior to Budget setting. Bank reconciliation presented to each meeting. |
| R1034 | AGAR - Internal control | The Council did not have an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | 2 | 3 | 6 (High) | The Council complies with its Standing Orders and Financial Regulations which are based on the NALC Models. As far as practical a priced order is agreed with suppliers for goods and services. Payments are made by cheque and agreed at a Council meeting. A cheque requires two authorised signatories. Receipts are banked promptly and reported to the Council. Any overdue allotment rent is reported to the Council. The Council employs and follows the advice of a payroll services company on its PAYE/NI/HMRC obligations. VAT is scheduled and recovered biannually. Assets are insured and recorded on a register which is up to date. An up to date risk register is in place. Effectiveness of internal control is reviewed annually. The Council employs an independent auditor to undertake an audit in April. | 1 | 3 | 3 (Medium) | All payments submitted to parish council meetings for approval. Cheques signed by two authorised signatories. Garden allotment rents banked as soon as practical. Reclaim of VAT (April - September) submitted 03/10/2022. Asset Register reviewed and provided to insurance broker prior to new insurance quote. Asset register is up to date. |
| R1040 | AGAR - Compliance with laws, regulations and proper practices | The Council did not take all reasonable steps to assure itself that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances | 2 | 3 | 6 (High) | The Council is aware of its Powers and Duties and complies with proper practices set out in its Standing Orders and Financial Regulation which are based on models recommended by NALC. An internal audit to test how the Council operates its business is undertaken in October and April. The Council considers advice received from East Riding of Yorkshire Council's Head of Legal and Democratic Services and ERNLLCA on changes to legislation, regulation and proper practices. | 1 | 3 | 3 (Medium) | No issues to date. |
| R1035 | AGAR - Exercise of public rights | The Council did not provide proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | 2 | 3 | 6 (High) | At all times, by appointment convenient to both parties, the Council is receptive to requests for scrutiny of its business. The Notice of the Public Rights; Internal Audit Report, Section 1 and 2 of the AGAR with supporting information and a notice of the conclusion of the AGAR from the external auditor are published on noticeboards and the Council's website. | 1 | 3 | 3 (Medium) | Appropriate Notices published for unaudited (22/079) and audited(22/206) AGAR on notice board and website. |
| R1036 | AGAR - Risk management | The Council did not carry out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | 2 | 3 | 6 (High) | The Council is risk aware and regularly reviews risks to its business. The Council seeks written advice from ERYC and its Insurance Broker should the need arise. | 1 | 3 | 3 (Medium) | Review of risk register December, 2022. |
| R1037 | AGAR - Internal audit | The Council did not maintain throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | 2 | 3 | 6 (High) | The Council complies with its Financial Regulations. The Council employs an independent auditor to undertake an audit in April. The Council considers all recommendations from the auditor. | 1 | 3 | 3 (Medium) | The audit report stated the accounts of the council had been well maintained and free from material error. Nothing needed to be brought to the attention of the Council. |
| R1038 | AGAR - Reports from auditors | The Council did not take appropriate action on all matters raised in reports from internal and external audit. | 2 | 3 | 6 (High) | Reports from internal and external auditors are reported to the Council with recommendations given full consideration and appropriate action taken. | 1 | 3 | 3 (Medium) | 2021-22 internal audit report reported April, 2022 (22/079). 2021-22 external auditor September, 2022 (22/206) |

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| R1039 | AGAR - Significant events | The Council did not consider whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | 2 | 3 | 6 (High) | The Council considers matters of this nature as part of its ongoing business. | 1 | 3 | 3 (Medium) | No significant event to date. |
| R1041 | Annual Governance and Accountability Return (AGAR) | AGAR process is not followed. | 2 | 3 | 7 (High) | Councillors are provided with the published guidance notes for the completion of the AGAR. Approvals are sought/ Notices published in accordance with the guidelines. | 1 | 3 | 3 (Medium) | AGAR guidance from the external auditor issued to Councillors 25th March, 2022 |
| R1042 | Payments | Incorrect payment made to supplier. | 2 | 3 | 6 (High) | The Clerk checks all invoices for accuracy and against the instruction for the work, which is based on a decision made by the Council. A list of invoices is included on the agenda for each Council Meeting and approval is sought at the Meeting. Invoices received after the publication of the agenda are considered for approval as a separate agenda item at the Meeting. A cheque is signed by two councillors and the invoice initialled at the point of signing the cheque. | 1 | 3 | 3 (Medium) | No matters raised to date. |
| R1043 | Loss of income | The Council fails to collect all the income identified in the budget. | 2 | 3 | 6 (High) | The Council employs an Estate Agent to manage farm business rents. The Clerk checks the Precept is received on time; monitors and issues reminders for outstanding garden allotment rents and other income that is due. Any issues are reported to Council Meetings. VAT is recovered in April and October. A Budget Summary is reported to each Council Meeting. | 1 | 3 | 3 (Medium) | April farming rent banked 20/04/2022. October rent received by agent but not banked as yet. 2022-23 Precept received - £19,000 (03/05/2022) and £19,000 (03/10/2022) VAT claim (1/10/21 - 31/3/22) £4,983.83 banked 14/04/2022. |
| R1044 | Insurance | The Council does not have adequate insurance | 2 | 3 | 6 (High) | An annual review is undertaken of all insurance requirements (at time of policy renewal). The Council takes advice from an insurance broker, experienced in risks to local councils and providers of council insurance. The Council's insurance policy includes cover for; property damage; business interruption, money and personal assault, group personal accident, employers liability, public and products liability, officers liability, employment practices liability, council legal liability and legal expenses. An Asset Register is maintained and is up to date. | 1 | 3 | 3 (Medium) | Insurance renewed wef 1st October, 2022- agreed a 3- year option. Councillors based the decision on relevant information including BHIB Our Terms of Business; Quotation Schedule; Statement of your Demands and Needs; Statement of Fact; Policy Wording; Summary of Cover |
| R1045 | Salaries | Salary to the clerk is paid incorrectly | 2 | 3 | 6 (High) | The Council employs a payroll services company to manage payments to the Clerk. Councillors receive a statement of pay for each salary payment due to the Clerk. | 1 | 3 | 3 (Medium) | Adopted National Joint Council for Local Government Services (NJG) new pay scales for 2022-23, implemented from 1st April, 2022. Autela Payroll Services notified accordingly. Additional salary cost of the Clerk was contained in the existing budget provision (min 22/260) |
| R1046 | Data Protection | Breach of legislation | 2 | 3 | 6 (High) | The Council is registered with the Information Commissioner and complies with GDPR/ Data Protection Act 2018. The Public is excluded when confidential matters are discussed at Council meetings. GDPR Notice is in place. The Council considers recommendations from East Riding of Yorkshire Council's Head of Legal and Democratic Services and ERNLCCA on amendments to legislation. | 1 | 3 | 3 (Medium) | Confirmation of ISO Registration renewal noted at November, 2022 meeting (min22/278n) |

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| R1047 | Freedom of Information | Breach of legislation | 2 | 3 | 6 (High) | The Council publishes; Register of Interests; Meeting agendas and minutes; AGAR Notice and Return; a request for information is provided in line with FOI legislation | 1 | 3 | 3 (Medium) | No breaches to date |
| R1048 | Meeting location. | Unsuitable location | 2 | 3 | 6 (High) | Meetings are held in a suitable, safe venue which is booked in advance. There is more than one key holder to the venue. Disabled access/support available at meeting venue; press and public given specific seating area. | 1 | 3 | 3 (Medium) | Meetings held at WI Hall - no issues to date. |
| R1049 | Assets | Damage to assets: Bus shelters; seats; salt bins; litter bins; notice/map boards; bird hide; flagpole. | 2 | 3 | 6 (High) | The Council maintains an up to date Asset Register. Assets are inspected regularly. Annual budgets in place for repairs. Repairs are approved by the Council. Assets are insured. | 1 | 3 | 3 (Medium) | Asset Register is up-to-date. Repairs undertaken timely |
| R1050 | Play Area | Damage to equipment | 2 | 3 | 6 (High) | Regular inspection of area and equipment. Repairs undertaken. Annual budget in place. Insurance in place. A review of Sums Insured and a stock valuation undertaken as appropriate | 1 | 3 | 3 (Medium) | Log of weekly inspections considered by parish council at monthly meeting. Repairs identified in annual inspection completed. |
| R1051 | Play Area | Safety for users of equipment | 2 | 3 | 6 (High) | Regular inspection of area and equipment. Repairs undertaken. Annual budget in place. Insurance in place. | 1 | 3 | 3 (Medium) | Log of weekly inspections considered by parish council at monthly meeting. Repairs identified in annual inspection completed. |
| R1052 | Councillors | Role performed inadequately | 3 | 3 | 9 (High) | New Councillors provided with Good Councillor Guide published by ERNLLCA. Councillors aware of Powers and Duties and Code of Conduct. Training is available as appropriate | 1 | 3 | 3 (Medium) | No issues to date. |
| R1053 | Councillors | Conflict of interests | 3 | 3 | 9 (High) | Councillors register interests , which are published. Councillors declare interests at each meeting as appropriate. Councillors comply with Code of Conduct. | 1 | 3 | 3 (Medium) | Councillors asked to declare interests at each meeting. Interests recorded in minutes |
| R1054 | Councillors | Long term vacancies | 2 | 3 | 6 (High) | The Clerk advertises a Councillor vacancy at the point of receiving a resignation. Councillors are proactive in lobbying residents to join the Council. | 1 | 3 | 3 (Medium) | Full complement of Councillors (13) |
| R1055 | Allotments | Unable to accurately manage the allotments | 2 | 3 | 6 (High) | A register of allotments is in place and is kept up to date. An annual review undertaken in July/August and new Agreement issued to tenants in September. | 1 | 3 | 3 (Medium) | Garden allotment Register up to date. Review undertaken in July. Agreements issued in September. |
| R1056 | Allotments | Rules of tenancy are unclear | 2 | 3 | 6 (High) | Agreements issued to each garden allotment tenant (September or at the time when a new allotment taken in-year). The Clerk aims to ensure Agreements are signed and rent collected by the end of October. Farming business allotment tenant enters into an Agreement(Under the Agricultural Tenancies Act 1995). The Agreement is managed by Estate Agent employed by the Council. | 1 | 3 | 3 (Medium) | Garden allotment Agreements issued in September. Response from one Tenant awaited. Signed Agreement outstanding from one Tenant. - chase up both in New Year. |
| R1057 | Allotments | Untidy plots/accumulation of rubbish/dumping of hazardous substances | 2 | 3 | 6 (High) | Tenants reminded of their responsibilities in the Agreement/letter. Boundary hedges well maintained. The Council receives a monthly report on the condition of the garden allotments. The Council walks the farming allotments each July to assess condition. | 1 | 3 | 3 (Medium) | Garden allotment Plots inspected regularly - no issues. Farming Allotments inspected in July - no issues |
| R1058 | Allotments | Loss of income | 2 | 3 | 6 (High) | Annual review of garden rents in July/August - rent to remain at an affordable level - currently £15 per plot. Tenants aware that rents due by October. the Clerk closely manages collection of rents. Register maintained and non-payment reported to the Council with appropriate action taken. Estate Agent employed to collect rent and to manage re-letting of farm allotments - commercial rents obtained. The Council walks the farming allotments each July to assess condition. | 1 | 3 | 3 (Medium) | Garden allotment rent agreed at £15.00. Income received from all but one Tenant , response awaited from Tenant. Chase up in New Year. |

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| R1059 | Allotments | Security. | 2 | 3 | 6 (High) | Security gates have combination lock. Allotment holders reminded that after entry into/exit from the allotment to lock the gate and tumble the numbers so as not to reveal the combination. | 1 | 3 | 3 (Medium) | Recent minor theft. Tenant obtained Police crime number. Clerk informed local police patrol. |
| R1060 | Allotments | Unoccupied plots | 2 | 3 | 6 (High) | Reputation of well managed allotments. Vacant plots advertised immediately. A waiting list of residents interested in having an allotment is maintained. Farming allotments widely advertised by Council's Agent | 1 | 3 | 3 (Medium) | One plot vacant |
| R1061 | Planning | Council not aware of planning applications | 2 | 3 | 6 (High) | ERYC Planning Portal available for public access. The Clerk provides Councillors with notification of all planning applications received from East Riding of Yorkshire Council. | 1 | 3 | 3 (Medium) | No issues |
| R1062 | Planning | Council miss deadline for comments | 2 | 3 | 6 (High) | Councillors made aware of all planning applications. The Case Officer agreement is obtained for extension of time for comments if appropriate. An Extra-Ordinary Council Meeting called when appropriate. The clerk reports decisions in accordance with deadline for comments. | 1 | 3 | 3 (Medium) | Comments posted on time. |
| R1063 | Fly tipping | Untidy appearance of Village. | 2 | 3 | 6 (High) | Waste bins provided and maintained. Ad-hoc litter picks arranged by In Bloom Team. Reminders on noticeboards and website. | 1 | 3 | 3 (Medium) | No fly tipping reported |
| R1064 | Land | Poor maintenance of The Greens, Centenary Wood, Gatehouse Lake, fences, hedges, gates and footpaths. | 2 | 3 | 6 (High) | The Greens are maintained by an experienced contractor, with appropriate insurance. Regular inspection of footpaths/Gatehouse Lake/ allotments/ Centenary Wood with any maintenance work required reported to the Council. Footpath repairs reported to ERYC. Angling Club lease Gatehouse Lake and support Council in maintenance. The Council considers recommendations of Tree Survey and Management Report in respect of The Green and Centenary Wood. Annual budget in place for maintenance. | 1 | 3 | 3 (Medium) | Greens have been cut on a regularly through out the summer. Recommendations of arboriculturist Tree Safety Report accepted and implemented. |
| R1065 | Dog Fouling | Untidy appearance of Village. | 2 | 3 | 6 (High) | Waste bins provided and maintained. Reminders to be a responsible dog owner and "Pick up after your dog" appear in Bulletin. Support from ERYC dog warden if necessary. The Council's website has articles promoting good practice and there is a facility to report dog fouling. ERYC 'Clean up after your dog has fouled' Notices posted around the village and on noticeboards. | 1 | 3 | 3 (Medium) | Dog fouling an issue. Promote good practice/reminders in Council minutes and The Bulletin. |
| R1066 | Christmas lighting | Safety/Poor maintenance | 2 | 3 | 6 (High) | Regular inspection of pond lights. Pond electrics tested by NICEIC approved contractor. The Council inspects Christmas tree lights. Annual festive lighting permit obtained from East Riding of Yorkshire Council. | 1 | 3 | 3 (Medium) | Festive Lighting Permit from ERYC in place. |
| R1067 | Tree Management | Injury to a third party, member of the public or damage to property. | 2 | 3 | 6 (High) | Comply with the Tree Safety and Management Report undertaken for The Green and Centenary Wood. Regular inspection of trees with any issues reported to the Council. Any urgent works carried out immediately. £500 budget in place. Public Liability insurance in place. | 1 | 3 | 3 (Medium) | No issues |
| R1068 | Epidemic and pandemic | Serious health issues for residents and visitors | 3 | 3 | 9 (High) | Reduce the dangers to residents and visitors | | | | |
| | | Living with Coronavirus Pandemic (COVID-19) | | | | Comply with and promote legislation. Guidance and advice relating to COVID-19 received from East Riding of Yorkshire Council, NALC and ERNLCA. | 1 | 3 | 3 (Medium) | No issues - care taken at all times |
| | | | | | | Support the Volunteer Community COVID Group., which was operating under the Council's Volunteer Policy. | 1 | 3 | 3 (Medium) | No issues - care taken at all times |

| Ref No. | Type of Risk | Possible Risks | Risk Score prior to mitigation | | | Measures to mitigate possible risk | Risk Score after mitigation | | | Comments as at 21st December, 2022 |
|---------|--------------|----------------|--------------------------------|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---|------------|-------------------------------------|
| | | | | | | Implement as necessary the powers to provide financial support to vulnerable residents. Lawful, under s137 Local Government Act 1972, for a parish council to set up a pot of money to provide cash to vulnerable residents, to purchase food or other supplies, or buy such food or supplies for vulnerable residents and the residents pay the money back at some future point. | 1 | 3 | 3 (Medium) | No issues - care taken at all times |