

# Yeovil Without Parish Council

## Risk Register

**Adopted by Full Council:**

**Minute Reference:**

**Next Review Due:** February 2027

## 1. Introduction

Yeovil Without Parish Council recognises that effective risk management is a key element of good governance. The Council is committed to identifying, assessing, and managing risks that may impact its ability to deliver services, safeguard public funds, protect assets, and comply with its statutory duties.

This Risk Register consolidates identified risks and records the control measures in place to manage them.

## 2. Purpose of the Risk Register

The purpose of this Risk Register is to:

- Identify risks to the Council's operations, finances, assets, and reputation
- Assess the likelihood and potential impact of those risks
- Record existing control measures
- Demonstrate that risks are being adequately managed
- Support the Annual Governance & Accountability Return (AGAR)

## 3. Scope

This Risk Register applies to all activities of Yeovil Without Parish Council, including:

- Governance and decision-making
- Financial management and internal controls
- Staffing and administration
- Public assets and facilities
- Legal and regulatory compliance
- Data protection and information management

## 4. Risk Assessment Methodology

Risks have been assessed using a scoring matrix based on:

- **Severity** – the impact should the risk occur
- **Likelihood** – the probability of occurrence

The overall **risk score** is calculated as:

**Severity × Likelihood**

Existing control measures are documented and the **residual risk** assessed.

## 5. Risk Scoring Matrix

### Severity

Score	Description
10	Multiple deaths
8	Single death
6	Major injury
4	Lost time injury
2	Minor injury / minor impact
1	Delay / negligible impact

### Likelihood

Score	Description
10	Certain
8	Very likely
6	Likely
4	May happen
2	Unlikely
1	Very unlikely

## 6. Risk Priority Levels

Score	Priority	Action Required
1–16	Low	Manage and monitor
17–36	Medium	Action required to control
37–100	High	Immediate action required

### Residual Risk Key:

**A** – Adequately Controlled **T** – Trivial Risk **N** – Not Adequately Controlled **U** – Unable to Decide

## 7. Risk Register

### Governance, Meetings & Transparency

Ref	Risk Area	Risk Description	Who Affected	Sev	Lik	Score	Existing Control Measures	Residual Risk
1	Play Areas	Risk that vandalism or failure of play equipment results in injury and liability to the Council.	Public	8	4	32	Weekly inspections by qualified inspector; immediate closure if unsafe; written inspection reports retained; full insurance including public liability.	A
2	Fixed Assets	Risk that Council-owned assets are damaged or vandalised resulting in cost or service disruption.	Public	4	4	16	Assets insured; budget provision for uninsured losses; routine inspections.	T
3	Governance	Risk that insufficient councillors are available to conduct Council business.	Members	2	2	4	Vacancies publicised via noticeboards, website, newsletter and local press.	A
4	Meetings	Risk that meetings are not quorate, delaying decision-making.	Members / Clerk	1	3	3	Annual meeting calendar: agendas issued in advance; attendance monitored.	T
5	Transparency	Risk that decisions are made without adequate public engagement.	Public	1	2	2	Meetings publicised; public participation included, agendas and minutes published.	T
6	Compliance	Risk of failure to comply with statutory inspection rights.	Clerk	1	2	2	Public rights advertised; inspection requests responded to within statutory timescales.	A
7	Governance	Risk that councillors act outside their authority, invalidating indemnities.	Members	2	2	4	Good Councillor Guide issued; training encouraged; decisions taken only at meetings.	A
8	Implementation	Risk that Council decisions are not implemented effectively.	Council	1	4	4	Draft minutes circulated, resolutions recorded in minutes, actions executed in priority order	A
9	Records	Risk that minutes are inaccurate or delayed, weakening audit trail.	Council	1	3	3	Draft minutes circulated and approved at next meeting.	A

Ref	Risk Area	Risk Description	Who Affected	Sev	Lik	Score	Existing Control Measures	Residual Risk
10	Document Control	Risk of poor document management affecting governance.	Council	1	2	2	Filing and retrieval system in place; policies reviewed annually.	A
11	Interests	Risk of failure to declare interests leading to complaints or challenge.	Members	1	2	2	Declarations requested at meetings; training undertaken.	A
12	Interests Register	Risk of incomplete or inaccurate Register of Members' Interests.	Members	1	2	2	Registers reviewed; standards training provided where required.	A

## Financial Management

Ref	Risk Area	Risk Description	Who Affected	Sev	Lik	Score	Existing Control Measures	Residual Risk
19	Finance	Risk of misappropriation or misuse of Council funds.	Public	1	2	2	Dual authorisation; reconciliations; scrutiny checks; internal & external audit.	A
20	VAT	Risk of non-compliance with VAT legislation.	Council	1	2	2	Clerk ensures compliance with current VAT rules.	A
21	Purchasing	Risk of unauthorised or poor-value purchasing.	Council	1	2	2	Orders approved by Council or Committees; internal audit review.	A
22	Defamation	Risk of libel or slander claims.	Council	1	3	3	Clerk reviews publications; insurance cover in place.	A
23	Assets	Risk of accidental damage to fixed assets.	Council	2	2	4	Insurance maintained; routine inspections.	A
24	Vandalism	Risk of vandalism to Council assets.	Council	3	2	6	Inspections; insurance; liaison with Police.	A
25	Liability	Risk of claims from third parties.	Council	1	3	3	Health & safety review; contractor insurance checks.	A
26	Insurance	Risk of inadequate insurance cover.	Council	1	4	4	Annual insurance review undertaken.	A

## Administration & Staffing

Ref	Risk Area	Risk Description	Who Affected	Sev	Lik	Score	Existing Control Measures	Residual Risk
13	Compliance	Risk of late submission of Annual Return.	Council	1	3	3	Clerk diary management; statutory deadlines monitored.	A
14	Procurement	Risk of improper contracting procedures.	Council	1	3	3	National Model Financial Regulations adopted; Clerk appropriately trained.	A
15	IT / Data	Risk of data loss due to system failure.	Council	1	4	4	Cloud backup via OneDrive.	A
16	Staffing	Risk of loss of Parish Clerk affecting administration.	Council	2	2	4	Mail and IT access for Chair/Vice Chair; locum arrangements via SLCC; short term clerk assistance from YTC council /Brympton PC.	A
17	Advice	Risk of poor decisions due to lack of professional advice.	Council	2	2	4	Membership of SLCC, NALC and SALC maintained.	A
18	Strategy	Risk of unclear objectives leading to inefficient use of resources.	Council	1	2	2	All projects approved by full council	A

## Budget, Precept & Audit

Ref	Risk Area	Risk Description	Who Affected	Sev	Lik	Score	Existing Control Measures	Residual Risk
27	Precept	Risk of late or incorrect precept submission.	Council	1	3	3	January agenda item; submission within statutory timescales.	A
28	Budgeting	Risk of inadequate budget or precept.	Council	1	4	4	Draft budget reviewed in Nov/Dec; final approval in January.	A
29	VAT Recovery	Risk of failure to reclaim VAT.	Council	1	3	3	Clerk review; internal audit check.	A
30	Budget Control	Risk of overspending agreed budgets.	Council	1	2	2	Regular monitoring: reserves held; internal audit.	A
31	Reserves	Risk of holding excessive or insufficient reserves.	Council	2	3	6	Reviewed annually during budget setting.	A

Ref	Risk Area	Risk Description	Who Affected	Sev	Lik	Score	Existing Control Measures	Residual Risk
32	Fraud	Risk of fraud by Clerk.	Council	1	3	3	Internal audit; reporting; fidelity guarantee in place.	A
33	Fraud	Risk of fraud by Members.	Council	1	3	3	Expenditure controls; internal audit.	A

## Legal, Compliance & Data

Ref	Risk Area	Risk Description	Who Affected	Sev	Lik	Score	Existing Control Measures	Residual Risk
34	Legislation	Risk of insufficient awareness of relevant legislation.	Council	2	3	6	Training undertaken; SALC/NALC membership; SLCC qualification.	A
35	Compliance	Risk of non-compliance with legislation.	Council	2	3	6	Training; professional advice; liaison with auditors.	A
36	Assets	Risk of failure to maintain fixed asset register.	Council	1	2	2	Annual review; internal audit check.	A
37	Records	Risk of improper financial records.	Council	1	2	2	Monthly scrutiny; internal audit.	A
38	HMRC	Risk of failure to meet HMRC requirements.	Council	1	3	3	Clerk liaises with HMRC as required.	A
39	Accounts	Risk of failure to meet statutory deadlines.	Council	1	2	2	Clerk liaises with auditors and Somerset Council.	A
40	Data Protection	Risk of breach of data protection legislation.	Council	1	3	3	Policies in place; compliance monitored by Clerk.	A
41	Crematorium	Risk of insufficient reserves to meet capital obligations.	Council	1	2	2	Earmarked reserves; committee representation; liaison with majority shareholder.	A

## 8. Review and Approval

This Risk Register was reviewed and adopted by Yeovil Without Parish Council and will be reviewed annually or following any significant change in activities or legislation.