

**Exmoor Parish Council
Risk Register**

Subject	Risk(s) Identified	Control Measures/Mitigation	Responsible
Business Continuity	PC not quorate - cannot make decisions Clerk indisposed	Meeting schedule agreed in advance Business Continuity plan in place, reviewed every year	Clerk/Cllrs Cllrs
Finance	Fraud/Financial Irregularities	Clerk presents bank reconciliation at every meeting Payments of invoices are reviewed & approved at Council meetings Cheques must be signed by two authorised signatories All cheques written are noted in the minutes Yearly income & expenditure very small Financial records audited every year Financial Regulations policy reviewed every year	Clerk/Cllrs Cllrs Cllrs/Clerk Clerk Auditor Cllrs
Assets	Defib not working when needed	Signed up to The Circuit for quarterly reminders to check expiry dates & battery life	Clerk
Employer	Employment issues	PC holds Employers Liability insurance	Clerk

**Adopted 5 October 2023
Review May 2024**