

**Withypool & Hawkridge Parish Council  
Risk Register**

<b>Subject</b>	<b>Risk(s) Identified</b>	<b>Control Measures/Mitigation</b>	<b>Responsible</b>
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	Damage to assets Injuries on PC owned property (parish land)  Defib not working when needed	PC holds insurance PC holds insurance Checked yearly by LifeSaver Technology, signed up to The Circuit for quarterly reminders to check expiry dates & battery life	Clerk Clerk  Clerk
Employer	Employment issues	PC holds Employers Liability insurance	Clerk

**Adopted July 2023  
Review July 2024**