Piddle Valley Parish Council – Corporate Risk Assessment 2026/27

1. Introduction

This Risk Assessment identifies the key financial, governance, operational and compliance risks faced by Piddle Valley Parish Council.

It sets out existing controls and additional actions required to ensure the Council meets its statutory duties and maintains effective governance.

This document is reviewed annually and published in accordance with transparency requirements.

2. Risk Scoring

Likelihood (L): 1 = Low, 2 = Medium, 3 = High

Impact (I): 1 = Minor, 2 = Moderate, 3 = Major

Risk Rating: L × I (1–9)

Risk Area	Risk Description	L	I	Risk Rating	Existing Controls	Additional Actions Required	Responsible
Governance	Failure to elect Chair / meeting cannot proceed	1	3	3	Standing Orders; statutory procedures	Ensure members understand nomination process; provide briefing before ACM	Clerk
Governance	Minutes incomplete or lacking statutory detail	2	2	4	Clerk trained; minutes approved by Council	Include payment lists; minute Public Rights dates; ensure AGS separate	Clerk
Finance	Inaccurate financial records or misstatements	1	3	3	Cashbook; bank reconciliation; internal audit	Half-year budget monitoring; publish comparisons	Clerk
Finance	Fraud or unauthorised payments	1	3	3	Dual authorisation; bank mandate; financial regulations	Review mandate; ensure only serving councillors are signatories	Clerk + Council

Risk Area	Risk Description	L	I	Risk Rating	Existing Controls	Additional Actions Required	Responsible
Finance	Insufficient reserves	2	3	6	Annual budget setting	Draft General Reserves Policy	Clerk
Finance	Misuse of CIL funds	1	3	3	Earmarked reserves; Clerk oversight	Publish CIL report; ensure correct allocation	Clerk
Finance	Failure to publish AGAR or Public Rights Notice	1	3	3	Clerk processes; website	Add explicit minute; upload documents promptly	Clerk
Assets	Asset register incomplete or inaccurate	2	2	4	Existing register	Add purchase dates, renewal dates, insured values, totals	Clerk
Assets	Under-insurance of assets	1	3	3	Insurance policy	Review insured values after asset register update	Clerk
Compliance	Breach of GDPR	2	3	6	GDPR policy; Clerk training	Review GDPR policy; update retention schedule	Clerk
Compliance	FOI/EIR non-compliance	2	2	4	Clerk processes	Ensure retention schedule updated; maintain publication scheme	Clerk
Compliance	Failure to meet Transparency Code requirements	2	2	4			Clerk

Risk Area	Risk Description	L	I	Risk Rating	Existing Controls	Additional Actions Required	Responsible
					Website; Clerk uploads	Publish risk assessment, CIL report, AGAR, payments	
Operational	Loss of electronic data	2	3	6	Cloud storage; password protection	Draft IT policy including backups and device security	Clerk
Operational	Clerk absence or incapacity	1	3	3	Councillor oversight	Create basic contingency plan	Clerk + Chair
Operational	Disputes or vexatious behaviour from public	2	2	4	Standing Orders; Clerk professionalism	Maintain audit-proof documentation; follow FOI/SAR protocols	Clerk
Reputation	Perceived lack of transparency	2	2	4	Website; minutes	Publish risk assessment; publish budget monitoring; publish CIL	Clerk