

Ponsanooth Parish Council Risk Register			2026-2027			
<b>1 Scope &amp; Purpose</b>		Approved 16th March 2026	Review date Feb 2027			
Risk management is the process whereby local councils methodically address the risks associated with what they do and the services which they provide. The Parish Council should identify potential risks, then take all practical and necessary steps to reduce or eliminate the risks, as far as is practically possible. This document should enable Ponsanooth Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.						
<b>2.1 Risk versus Hazard.</b>						
It is a common mistake to confuse "Risk" and "Hazard". A Risk Register should not be a list of Hazards, or potential Hazards. These definitions should help clarify the difference. A Hazard is a specific thing or event which can cause harm to people or result in damage to property. All Hazards should be removed and negated in the interest of safety. A Risk is the remaining probability of some adverse event that is left when all possible Hazards have been removed.						
<b>2.2 Management of Risk</b>						
In Managing Risk and Hazard in the Parish, all parishioners, as part of their day-to-day life conscientiously pay attention to potential problems in the parish. In the normal course of events, parishioners notify the Parish Council or other responsible bodies as required or appropriate. The purpose of this risk register is to list all remaining risks that we have identified, and their mitigation. This mitigation can be affected by; -Careful monitoring of internal controls and policy -Through the Public Liability Insurance held for this purpose by Ponsanooth Parish Council.						
				<b>RISK POST MITIGATION</b>		
Ref	Risk Title	Risk	Current Control - Measures / Actions	Impact	Likelihood	Risk Rating
1	Adherence to employment law	Failure to adhere to employment law leaving clerk at risk / low morale / PC as employer at risk	Pension is place with Cornwall Pension fund. employment policies are in place and are followed and reviewed. Training matrix for staff and councillors.	1	1	1
2	Councillor roles and responsibilities	Roles performed inadequately. Conflict of interest.	Reference materials and access to assistance. Code of conduct training prior to taking office. Councillor Induction Membership of CALC and SLCC Declaring of interests and consideration of dispensations by members at a meeting will remain on each agenda Registers of Members Interest to be maintained and reviewed regularly by Councillors. Actively publicise Council activities; vacancies on noticeboard, Website and Social Media	1	2	2
3	Councillor roles and responsibilities	Failure to attract candidates to vacancies or a cross section of Councillors to stand.	Proactive response to those who express an interest. Provide adequate training / induction. Promote at election time. Community engagement strategy, Local Council Awards Scheme for council credibility	2	3	6
4	Record keeping	Failure to maintain accurate minutes / records: lack of transparency; decisions not recorded so actions may be missed; approvals not recorded	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are published according to the Publication Scheme.	1	2	2

5	Conduct	Failure to achieve quorum at meetings Business conduct Council decisions not implemented Lack of public participation	Business conducted at Council meetings should be managed by the Chairman according to Standing Orders. Chairman should be provided with training and guidance Members to adhere to Code of Conduct. Review minutes for confirmation of action Clerk and Chair report at full meetings.	1	2	2
6	Inadequate records financial irregularities	Inadequate records financial irregularities	Budget update, bank balances and breakdown of receipts and payments produced and approved at each full Council meeting The Council has Financial Regulations which set out the requirements Adherre to the transparency code 2015	1	1	1
7	Insurance	Inadequacy of insurance Cost increase Compliant with insurance requirements.	Check insurance premium covers all council business and is paid on time Keep written risk assessments for your key activities. Keep written records staff and volunteer training. For example, manual handling training, or for use of tools and machinery Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Cornwall Council, or the Health and Safety Executive	1	2	2
9	Annual return: incorrectly completed or dates missed	Failure to complete return will result in financial penalties, legal action pursued against the Council and a public interest report.	Clerk to attend training/ workshops as required Annual Return is completed and submitted to the internal auditor for completion and signing Meeting held to approve accounts in time for sending to external Auditors	1	1	1
10	Internal audit	Failing to appoint an internal auditor therefore being unable to provide satisfactory governance of the Council and to progress to the external audit.	Suitably qualified internal Auditor has been succesfully procued to date.	1	1	1
11	Banking errors:	Fraud or accidental Incorrect payments & bank mistakes	Two signatories required on cheques and for online payments. Clerk checks bank statements monthly. Vice chairman signs bank statements as per Financial Regulations quarterly. The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. Bank mandate and Financial regulations reviewed annually	1	2	2
12	Incurring bad debt	Bad debt being incurred and impacting budget position	Only monies received are grants, precept and VAT refund. Internal control checklist; currently finance regs followed. Potential improvement bad debt policy.	1	2	2
13	Budget	Budget overspend - unable to discharge statutory functions	Check budget every month and scrutinising budget quarterly at finance meeting. Planning for budget for the following years as per finance regulations.	1	1	1
14	Value for money / proper exercise of duty in financial matters	Work awarded incorrectly Overspend on services	The Council has Financial Regulations which set out the requirements and values for contracting works. Any project budgets to be closely monitored	2	1	2
15	Risk of Election costs	Risk that unbudgeted election required and no budget available	Parish elections every four years; next in 2029. Costs only if a contested election and as such the Council should not seek to minimise these.	1	1	1

16	Damage/ injury to third party incurred on PC owned land or equipment	Inherent risk of operating play area	Public liability insurance held PPFA management and liability includes monthly and annual programme of inspection and schedule of maintenance for playing field, Kremeneth Krowji, Trevonnen play area and community garden. Asset register updated and all assets checked twice yearly. Maintenance contractor contracted to complete checks	2	3	6
18	Damage to assets: Trevonnen Road	Damage to assets in Trevonnen Road	Insurance in place Limited equipment (heavy to move)	1	2	2
19	Damage to assets: Kremeneth Krowji	Damage to assets Kremeneth Krowji building	Insurance in place Maintenance schedule to be followed.	1	1	1
20	Damage to assets: Kremeneth Krowji Solar Panels	Damage to the solar panels and associated equipment at Kremeneth Krowji	Insurance in Place Maintenance schedule to be followed Visual check of equipment monthly	1	1	1
21	Damage to assets: EV Chargers	Damage to EV chargers	Insurance in Place Maintenance schedule to be followed Visual check of equipment monthly	1	2	2
22	Councillor / staff / public safety	Meeting location, Adequacy, Health & Safety ; Safety risk	Premises considered to be adequate for meeting - risk assessment completed. Council and public access and comfort.	1	1	1
23	Information management	Council records: Loss of paper records through theft, fire damage, etc Loss of electronic records through data corruption, theft etc	Parish records (historic ; current) stored at the home of the Clerk. Records stored on Clerks computer, backed up with Google Drive, and Office 365. Appropriate Records archived with Kresen Kernow.	1	2	2
24	Information management	General Data Protection Regulations (GDPR). Adhere to retention of records.	Ensure Councillors and working groups such as NDP, Road Safety, Climte etc adhere to Data protection policy. Follow Data breach policy if required. Follow Subject access or FOI policy if needed. Ensure Councillors sign data protection check list. Review policies each year. Complete Data audit each year and report to Council. Register with Information Commissioners Office. Follow retention schedule of records procedures according to GDPR. Complete GDPR training with Councillors.	1	2	2
25	Street lights	Part of Street lighting breaking off and hitting passer by, or street lights failing	Maintenance by electricity company. Streetlights maintenance schedule adhered to.	1	2	2
26	Bus Shelters	Damaged bus shelters cause injury	Reporting of issue to the Parish Council promptly. Sign on the Bus Shelter to explain reporting procedure.	1	2	2
27	Defibrillators	Defibrillators not maintained and fail to work when needed	Sign for reporting issues with Post office. Defibrillators checked and report to "The Circuit" monthly	1	4	4
