

[illegible]

Meetings	Failure to hold at least four meetings a year	L	Six are held in each year			Annual Calendar	
	Ultra vires (acting beyond powers)	L	Clerk advises on Parish Council powers			LGA 1972	
	Unlawful meeting	L	Summons, Notice, Agenda properly issued giving public notice, 3 working days before meeting			Public Bodies (Admission to Meetings) Act 1960	
	Not quorate	L	Insufficient number of councillors available to conduct a meeting.			Local Government Act 1972 Sch 12, paras 12, 28 and 45	The minimum number is three.
Business Continuity	Parish Council not able to continue its business owing to unexpected or tragic circumstances.	L	All files are kept at the Clerk's home. In the event of the Clerk being indisposed for a meeting, a parish councillor could take notes of a meeting until the Clerk is available. In the event of prolonged absence, the Cheshire Association of Local Councils can be asked to provide the services of an interim Clerk.				
Speed Watch Scheme	Potential injury to operators.	L	Training has been provided to volunteers who operate the scheme and new volunteers are not permitted to participate in the scheme without training.			Insurance Policy	A risk-assessment has not yet been carried out for this scheme.
Item	Risk Identified	High/ Medium/ Low	Management of Risk	Action	Internal Audit Frequency	Policy Document	Notes
Health & Safety	Injury to Clerk, parish councillors and members of the public	L	Adequate public liability insurance for members of the public. Clerk authorised to arrange removal/repair where danger to public identified. Personal accident cover arranged for clerk and parish councillors through insurance.			Annual insurance review by Parish Council	
General Data Protection Regulation	Risk of data breaches (and subsequent penalties from the Information Commissioners Office)	M	* Review of personal data held * Update privacy notices and policies * Ensure sharing agreements are in place	Parish Council			
Loss of documents	Minute books, financial accounts	L	Clerk retains electronic copies of minutes; Minute books are periodically sent to County Archivist for retention. Electronic copies of minutes and agendas are backed-up monthly. Accounts: Hard copy and electronic versions	Parish Council		CIPFA Regulations	Bank statements can be destroyed following completion of previous year's audit. However, as a matter of practice, the Clerk retains these for 6 years. Council now had online banking in place.