

# **SEASCALE PARISH COUNCIL**

## **Risk Register**

Author: Jill Bush

## SEASCALE PARISH COUNCIL RISK REGISTER

Risk No	Risk Title (There is a risk that...)	Timescale	Action	Owner	Cost
00	Milestone delivery delay	3 mths+	Amend resource forward load, Contract should be agreed to mitigate to escalation cost risk.	A N Organiser /I Fixit	20,000
01	Annual Budget and Expenditure	ongoing	Ongoing monthly assessments of spend to Precept budget & donations	Clerk	
02	Financial Records	ongoing	Cashbook updated with a bank reconciliation monthly presented at every Full Meeting	Clerk	N/A
03	VAT claims	Nov/Dec activity	Claims to be submitted on a calendar year basis, reported at relevant Full Meeting	Clerk	
04	Meeting Minutes	ongoing	Audio recorded for accuracy, distributed internally for amendments, approved and authorised at following meeting	Clerk	N/A
05	Financial Records	1 mth	Check, amend and reconcile all records from commencement of fiscal year, submit to Council for approval and authorisation	Clerk	N/A
06	Asset Register Cost/Value	1 mth	Full Council Agenda for discussion/amendment if applicable and authorised by Full council	Clerk	
07	Annual Financial Statement	Apr-May activity	On May Full Council Agenda for discussion/amendment if applicable and authorised by full Council	Clerk	N/A
08	Risk Register & Risk Mgt Plan	1 mth	On May Full Council Agenda for discussion/amendment if applicable and authorised by full Council	Clerk	N/A
09	Car park checks	ongoing	Regularly check and repair any potholes	Cllrs	N/A
10	Play areas	ongoing	Safety inspections are carried out monthly and any remedial work carried out	Cllr L Mawson	Still under guarantee

## SEASCALE PARISH COUNCIL RISK REGISTER

Risk No	Risk Title (There is a risk that...)	Timescale	Action	Owner	Cost
11	Amenity checks	ongoing	Amenities working group physically check all the amenities and report any issues to full council	Cllr L Mawson	
12					
13					
14					
15					
16					
17					
18					
19					
20					
				TOTAL	0

# SEASCALE PARISH COUNCIL RISK REGISTER

Serial Number	Date	Originator	Identified
Risk Title	Problem Issues	Risk Owner	Risk Status
Risk Description			
Risk Impact			
Risk Probability		Risk Impact – Performance	
		Risk Impact – Cost	
Risk Score		Risk Impact – Schedule	
Mitigation Action			
Mitigation Action Approved?			
Contingency Action			
Contingency Action Approved			

# SEASCALE PARISH COUNCIL RISK REGISTER

Serial Number	Date	Originator	Risk Status
Risk Title	Problem Issues	Risk Owner	Identified
Risk Description			
Risk Impact			
Risk Probability		Risk Impact – Performance	
		Risk Impact – Cost	
Risk Score		Risk Impact – Schedule	
Mitigation Action			
Mitigation Action Approved?			
Contingency Action			
Contingency Action Approved			