

WICK COMMUNITY COUNCIL

RISK REGISTER AND CONTROLS

1st April 2026

IMPACT AND PROBABILITY

Impact

A risk, by its very nature, always has a negative **impact**. However, the size of the impact varies in terms of cost and impact on health, human life, or other factors.

Probability

A risk is an event that may occur. **The probability** of it occurring can range anywhere from just above 0% to just below 100%. (Note: It can't be exactly 100%, because then it would be a certainty, not a risk. And it can't be exactly 0%, or it wouldn't be a risk.)

1.0 ASSETS & DOCUMENTS						
	IDENTIFIED RISK	POTENTIAL CONSEQUENCE	IMPACT	PROBABILITY	CONTROLS TO MANAGE RISK	RESPONSIBILITY/ACTION
1.1	Loss of documents stored in the pavilion from theft, water or fire damage	WCC not being able to provide documents such as deeds or legal agreements	HIGH	MEDIUM	Important legal documents should be scanned and stored online or cloud. Unwanted documents can be shredded	CLERK IMMEDIATE: NO PROGRESS SINCE MAY 2021
1.2	Loss of records from IT failure	Implications of not being able to provide information	LOW	LOW	Documents are saved to external cloud storage	CLERK/RFO COMPLETE
1.3	Loss or damage to owned assets	Unable to use the asset and expense of repair or replacement	HIGH	HIGH	The asset register is up to date. However, Audit Wales advises that insurance will need to be increased to cover value of assets	CLERK IMMEDIATE:
1.4	Injury to the public resulting from use of an asset	Risk of a claim against the Council	LOW	LOW	Insurance Policy includes Public Liability.	CLERK COMPLETE
1.4	Not maintaining the Asset Register	Assets not insured and allowances for appreciation and depreciation not made	LOW	LOW	The Asset Register is updated and allowances for appreciation and depreciation are made when new items are purchased.	RFO COMPLETE

2.0 FINANCE						
	IDENTIFIED RISK	POTENTIAL CONSEQUENCE	IMPACT	PROBABILITY	CONTROLS TO MANAGE RISK	RESPONSIBILITY/ ACTION
2.1	Income from the rental not being sufficient to maintain the Sports Pavilion. Note: The precept is the main source of income for WCC	This would affect the Council's ability to manage the building properly	LOW	LOW	Improve the pavilion and ensure it is properly marketed to increase income	CLERK/RFO PENDING: To date WCC have not signed a lease for the pavilion
2.2	Income such as the precept not being adequate	Council would not be able to meet its objectives	MEDIUM	MEDIUM	Agree budget and set an appropriate precept. Monitor the budget and report six monthly variances	RFO COMPLETE The Budget for 2026/27 was approved in December 2025.
2.3	Loss of cash as a result of theft or fraud	Loss of funds intended for the community.	MEDIUM	MEDIUM	There were no cash transactions in 2025/26	CLERK/RFO COMPLETE
2.4	Not reclaiming VAT	Loss of funds intended for the community	MEDIUM	MEDIUM	VAT will be reclaimed in July 2026 for the financial year 2025/26.	RFO ONGOING:
2.5	Loss of money held in bank accounts as a result of fraud	The Council would not be able to meet its financial responsibilities	LOW	LOW	Bank payments made by the Clerk, are approved by the Responsible Finance Officer. WCC is compliant with Audit Wales requirements	RFO COMPLETE
2.6	Not submitting the Annual Return to Audit Wales	Risk of Council being placed on public interest, and damage to reputation	LOW	LOW	Good accounting procedures are in place and the Annual Return is submitted on time.	RFO COMPLETE
2.7	Not providing sufficient reserves to cover unexpected costs	Money would have to be found from other funds not allocated for that purpose	MEDIUM	MEDIUM	The budget was approved in December 2025. Reserves have been increased from £2000 to £3000.	RFO COMPLETE

3.0 LEGISLATION						
	IDENTIFIED RISK	POTENTIAL CONSEQUENCE	IMPACT	PROBABILITY	CONTROLS TO MANAGE RISK	RESPONSIBILITY/ ACTION
3.1	Non-compliance with Health and Safety legislation	Injury to the public, employees or council members	HIGH	HIGH	Health and Safety procedures will need to be reviewed if WCC take a lease on the Sports Pavilion	CLERK/RFO PENDING: To date WCC have not signed a lease for the pavilion
3.2	Illegal activity by the Council or its Members	Police investigation, possible court action, and damage to reputation of the Council	LOW	LOW	Standing Orders and Financial Regulations are adopted by the Council and procedures scrutinised by Audit Wales	CLERK/RFO COMPLETE
3.3	Contracts for services not fairly awarded	Auditor investigation leading to court proceedings, and damage to reputation	LOW	LOW	Standing Orders and Financial Regulations are adopted by the Council and procedures scrutinised by Audit Wales	CLERK/RFO COMPLETE

4.0 GOVERNANCE AND TRAINING						
	IDENTIFIED RISK	POTENTIAL CONSEQUENCE	IMPACT	PROBABILITY	CONTROLS TO MANAGE RISK	RESPONSIBILITY/ ACTION
4.1	The Clerk, RFO or Chair standing down or not able to continue with their duties	The Council would not be able to function	HIGH	HIGH	The current arrangement of a volunteer Clerk and RFO is a significant risk. Councillors would need to cover until new arrangements are made	CLERK/RFO ONGOING: Paid appointments should be considered for the positions of Clerk, RFO, in line with most other community councils. In time this may include a Caretaker and Building Manager.
4.2	Not maintaining the website	Not providing statutory information to those living in the community	LOW	LOW	The website is updated weekly. News, agendas, minutes, financial and planning information are available on the site	RFO COMPLETE
4.3	Not declaring an interest	Risk of Council being placed on Public Interest,	LOW	LOW	Councillors are requested to state any interests at the	CHAIR COMPLETE

		and damage to reputation			beginning of all meetings.	
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4.4	Not providing training for councillors	Lack of understanding leading to poor decision making	HIGH	MEDIUM	The clerk is currently updating the training register as requested by Audit Wales. Training is made available to all councillors throughout the year.	CLERK
						ONGOING:
4.5	Not adhering to the Code of Conduct	The Council not setting good standards relating to conduct of its councillors	LOW	LOW	The Code of Conduct is adopted by the Council	CLERK
						COMPLETE
4.6	Not maintaining the Risk Register	Failure to anticipate and deal with problems	LOW	LOW	The Risk Register is reviewed annually by councillors and approved at April	RFO
						COMPLETE