

SWINDON PARISH COUNCIL

RISK LOG

1 DOCUMENT INFORMATION

This document was approved by council 9th March 2026.

2 INTRODUCTION

This document should be read in conjunction with the Council's Risk Management Policy.

2.1 PURPOSE

This risk log identifies the risks to which Swindon Parish Council is exposed and identifies how those risks are eliminated, managed or mitigated.

2.2 SCOPE

This policy applies to:

- All activities associated with the operations of the Parish Council.
- The assets owned by the Parish Council.

3 LOG

Risk ID	Description	Impact	Existing Control Measures	Likelihood	Impact	Risk Rating	Additional Controls Required	Status
1	Loss of financial resources due to the failure of a financial institution.	Potentially the Council could lose all or a significant portion of its financial resources.	The Council's money is held by Lloyds Bank, a large and stable organisation.	1	5	5	The FCS compensation limit has been increased to £120,000 (i.e. higher than the value of financial assets). Consideration could be given to splitting our money across different institutions.	Monitor.
2	In Old Mill Way the bank of the stream could be eroded.	Such an event could require remedial work.	Trees have been planted to stabilise the bank.	2	2	4	-	Closed.
3	The car park at the Village Hall could be used as a base by travellers.	The presence of travellers causes disruption and damage.	New gates have been purchased and installed and can be used to control access.	1	3	3	-	Closed.
4	The lines in the car park at the Village Hall have faded.	Users of the hall park inappropriately causing obstruction and danger to pedestrians.	The lines have been renewed providing additional clarity on where users can park.	2	1	2	-	Closed.

RISK LOG

5	Some roads become dangerous in wintery conditions.	Potential car accidents in icy conditions.	The Council does not bear any direct responsibility but we have a duty of care to residents. In conjunction with the County Council we are ensuring that grit bins are available and usable.	2	1	2	-	Monitor.
6	War memorial deteriorates.	The Council could be required to pay for expensive repairs or replacement.	The Council contracts qualified experts to undertake maintenance as required.	2	1	2	-	Closed.
7	Trees cause issues.	The Council could be held liable for damage/injury.	The Council promptly undertakes tree maintenance on a reactive basis. The Council is implementing a proactive tree maintenance plan through regular tree surveys.	1	2	2	Tree reports will be commissioned on a regular basis.	On agenda for next meeting.
8	Employee embezzles money.	The Council could suffer financial loss.	The Council pays for fidelity insurance. The Council undertakes internal checks. The Clerk is not	1	3	3	-	Closed.

RISK LOG

			able to make payments without authorisation by two councillors.					
	Road salt is stored in a resident's garage.	Road salt could be unavailable when it is needed.	Alternative storage options are being explored.	2	1	2	-	
	Local Government reorganisation makes recruitment of new councillors difficult.	Until reorganisation takes place the consequences are unclear.	Monitor.	3	2	6	-	
	The Village Hall Committee collapses.	The Parish Council would be left to run the hall.	The Parish Council actively supports the work of the Village Hall Committee.	1	2	2	The council has a member on the committee who can update the council regularly.	-
	The Clerk is ill/indisposed.	The council would not be able to conduct its business.	The council budget includes provision for the paying of a locum clerk.	1	3	3	-	-
	Electronic or paper records are lost or destroyed.	The council would not be able to conduct its business.	All significant paper records are scanned. The Clerk takes multiple backups of files. Files are encrypted for data protection.	1	4	4	The council needs to have access to the records if the clerk is unavailable.	