

Erlestone Parish Council Risk Register 2026

Readopted at the meeting on the 18th May 2026

Description of Risk	Risk Owner	Current Risk Assessment				Current and Proposed Mitigating Actions	Assurance Activities
		Likelihood Out of 5	Impact Out of 5	Overall (Likelihood x Impact)	Rating Low/ Medium / High		

Risks within the Council's control							
Data Protection: Council's activity that increases the risk of non-compliance with GDPR and other relevant legislation and codes.	Clerk Cllr. Durham (community email list)	2	2	2	Low	1. Insurance 2. Data Protection Fee ICO 3. Review of compliance with GDPR regulations 4. Preparation of policies, procedures and processes 5. Code of Conduct	1. Regular review of policies, procedures and processes 2. Regular audit 3. Appropriate training and updates from relevant bodies
Reliance on the Clerk: the clerk is the only employee of the Council and has operational control of the financial records and statutory records. Sole point of	Chair	3	3	3	MED	1. FR 2.2 – monitoring of bank reconciliations by independent Cllr. 2. Signed contract and policy documentation	1. Regular monitoring and appraisal by Chair 2. Feedback by Cllrs to Chair

contact for external bodies and main point of contact for Parishioners.						3. Signed and sealed envelope in case of emergencies with all passwords/pins to log into banking/laptop/email	3. Appropriate training and CiLCA completion 4. Statutory audit to provide independent assurance
Playground: Health and Safety, equipment available	Clerk Play Area Officer – position vacant	3	3	3	MED	1. Insurance 2. Monthly inspections 3. Standing item on Council agenda	1. Monthly safety review by Cllr. 2. Annual RoSPA review
Grounds Maintenance: Health and Safety of equipment use and safety of public	Clerk General maintenance – position vacant	3	3	3	MED	1. Insurance 2. Contracted external company to undertake twice annual grounds maintenance	1. External agency insurance 2. External agency's appropriate training 3. Regular review of grounds
Meeting the needs of the Parishioners and village users	Chair Clerk Cllr. Durham	2	2	2	LOW	1. Open meetings with opportunities for Parishioners to raise issues 2. Periodic surveys 3. Use of community email to disseminate information	1. General level of satisfaction with the Council by Parishioners, especially at the Annual Parish Meeting
Public liability: public events organised by the Council	Chair Cllr. Lewcock	3	3	3	MED	1. Public liability insurance 2. Extra insurance for public events	1. Health and safety assessments for event planning

Trees: liability for damage/ injury caused by trees owned by Council	Chair Clerk General Maintenance – position vacant	1	1	1	LOW	1. Tree risk assessment every 3-5 years	1. Periodic checks on trees especially after gales. Tree surgeon employed as necessary.
--	--	---	---	---	-----	---	---