

DITTISHAM PARISH COUNCIL – Risk Register

Risk scores calculated using the matrix provided as an Appendix

RISK Ref No	CATEGORY/ DESCRIPTION	SCORE (1-9) <i>Probability X Consequence</i>	ACTION TO MITIGATE	TIME	REVIEWED <i>When / How</i>
1. SERVICES UNDER PARISH COUNCIL'S CONTROL					
1.1	Maintenance of The Ham	6 Low Med-High	<ul style="list-style-type: none"> Active Maintenance Working Group (MWG) of councillors. Meets on site at least monthly and does a visual inspection. Grounds maintenance contractor's employed and has a schedule of regular works. The maintenance contractor advises DPC if they observe any safety issues. 'Children' warning signs installed on Ham Lane. Maintenance Projects – The Clerk has in consultation with the MWG created a maintenance checklist to support planning of regular maintenance. Measures taken to maintain safety of historical accesses to private residences eg railings, MossOff treatments PC notified of problems by public including via Public Forums. DPC has given South Hams District Council legal permission to install and maintain the toilet block. SHDC is responsible for its management. 	Ongoing	Annually – by PC at Annual Meeting of the PC Maintenance Checklist – Autumn annually and ongoing
1.2	Protection of The Ham from unauthorised occupation	3 Low Medium	<ul style="list-style-type: none"> PC aware of legal process to remove. Installation of wooden posts to block prevent vehicular access to the grassed area. The gate to The Ham is locked – with keys held by DPC only. SHDC enforces no overnight stays in the car park. 	Ongoing	Annually – by PC at AMPC
1.3	Maintenance of The Ham Playground	6 Low High	<ul style="list-style-type: none"> Regular checks are done by nominated Cllrs & a resident and recorded. Annual inspection undertaken - by ROSPA qualified inspector in 2026. PC notified of problems by ROSPA playground inspections, public, regular checks, or by MWG. Clerk & MWG follow through with agreed remediation. 	Ongoing Ongoing	Annually – by PC at AMPC
1.4	Maintenance of the Old Chapel Burial Ground	3 Low Med	<ul style="list-style-type: none"> Maintenance contractor's schedule of regular works includes this area. Retaining wall – Maintenance as advised by professional survey and report. All risks insurance cover including subsidence based on best estimate replacement value. PC notified of problems by public, Cllrs, Clerk The ground is uneven because of the nature of the Burial Ground. The Maintenance Contractor strims an access path in May. A warning sign has been installed. No other actions available to reduce risk. Old Chapel owner is responsible for maintenance of rear retaining wall – see Land Registry deed. Some memorial stones lean on outer boundary fence and wall. This is an overt hazard which there is no route to reduce other than removal of the stones. Memorial stones all of the type with large proportion of the headstone buried. The stones have been assessed as solid. 	Ongoing	Annually – by PC at AMPC
1.5	Maintenance of trees	6 Low High	<ul style="list-style-type: none"> PC notified of problems by public, including via Public Forum, MWG, or by Trees Wardens. Tree Risk Management Policy as approved 2024. Professional risk assessment surveys of required frequency done Tree maintenance conducted in accordance with professional surveys. 	Ongoing As required.	Annually – by PC at AMPC
1.6	Maintenance of Public Rights of Way	N/A	<ul style="list-style-type: none"> DPC has the power to support maintenance. It does not have a duty or responsibility. Footpaths Wardens recommend action and/or follow through with DCC. Footpaths status and maintenance suggestions documented in Annual P3 return / Footpaths Warden. 	Ongoing February	Annually – by PC at AMPC

Commented [CR1]: Current?

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1.7	Maintenance of bus shelter on Riverside Road	3 Low Medium	<ul style="list-style-type: none"> PC notified of problems by public including via Public Issues. Clerk follow through as directed. The Maintenance Working Group monitors maintenance requirements. 	Ongoing	Annually – by PC at AMPC
1.8	Dittisham Village Hall	N/A	<ul style="list-style-type: none"> DPC has solely the role of a Custodian Trustee Legal responsibility of Village Hall Management Committee, one Member of which is a Parish Councillor. Annual Report on physical structure and annual accounts provided to the AMPC with reference to grant funding 	Ongoing Autumn	Annually – by PC at AMPC
1.9	The Ham Car Park	3 Low Medium	<ul style="list-style-type: none"> PC notified of problems by public including via Public Forum. PC notified of problems by Car Park Attendant. Car Park Working Group monitors management of the car park. Machines covered by a maintenance contract with Metric which includes regular maintenance by Metric. DPC employs a Car Park Attendant contractor. DPC has agreements with South Hams District Council for it to carry out enforcement and to provide access to its PayByPhone payment system. The surface is monitored and potholes which develop at junction between hard and soft surface at either end filled and tamped regularly. Signs mark the car park area and to summarise T&Cs. Installed substantial post to protect machine from vehicles. Car park charges reviewed by PC, and raised as necessary. 	Ongoing Ongoing Ongoing September	Annually – by PC at AMPC
1.10	The Level Car Park		<ul style="list-style-type: none"> PC notified of problems by public including via Public Issues. PC notified of problems by Car Park Attendant. Car Park Working Group monitors management of the car park. Machines covered by a maintenance contract with Metric which includes regular maintenance by Metric. DPC employs a Car Park Attendant contractor. DPC has agreements with South Hams District Council for it to carry out enforcement and to provide access to its PayByPhone payment system. The surface is monitored and maintained. Signs mark the car park area and to summarise T&Cs. Machine protected from vehicles by stone wall and posts. Car park charges reviewed by PC, and raised as necessary. 		
2. INSURANCE					
2.1	Insurance cover	6 Low High	<ul style="list-style-type: none"> Clerk audits extent to which insurance package is adequate, taking advice as necessary, and make recommendations to PC in advance of annual cover renewal (due 3 July xx) Review suitability annually before insurance renewal Holds specialist PC cover see Schedule. 	Spring Ongoing Spring	Annually – by PC at AMPC Annually – by PC at AMPC
3. EQUIPMENT MANAGEMENT					
3.1	Loss or damage to benches, noticeboards, and other publicly accessible assets	1 Low Low	<ul style="list-style-type: none"> See asset register for details. PC notified of problems by public via Public Forum, Clerk or MWG. Clerk maintain accurate Asset Register and review annually for insurance cover. Equipment replacement considered when setting annual budget. 	Ongoing Autumn	Annually – by PC at AMPC
4. FAILURE TO MANAGE PUBLIC MONIES					
4.1	Failure to create and maintain	6 Low High	<ul style="list-style-type: none"> Clerk presents Reports at quarterly PC meeting, with formal accounts reviewed annually by internal and external audit. 	Ongoing	Annual Audit AMPC

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	effective financial management and internal control		<ul style="list-style-type: none"> Clerk's electronic records (which include all contracts/balance sheets/budget records) backed up on ongoing basis. Annual review of Internal Control system Financial Regulations in place and complied with. PC Accounting Software is being utilised to improve management and access to records by councillors 		
4.2	Financial impropriety by Clerk	6 Low High	<ul style="list-style-type: none"> Clerk not a cheque signatory. All payments authorised by two signatories. Clerk's formal accounts reviewed regularly by PC and annually by internal and external audit. Clerk's personal invoices and expense claims reviewed by PC and annually by internal auditor. 	Ongoing	Annual Audit
4.3	Financial impropriety by Councillors	3 Low Med	<ul style="list-style-type: none"> All Councillors submit statutory Register of Interest forms and subscribe to Code of Conduct. Two signatories required for all payments. Councillors don't authorise payments to themselves. Councillors' expense claims reviewed by Clerk, PC and annually by internal auditor. 	Ongoing	Annual Audit
4.4	Financial impropriety by Car Park Attendant	3 Low Medium	<ul style="list-style-type: none"> Car park income reviewed regularly by PC. Car park income reviewed on ongoing basis against machine receipts by Clerk, and annually by internal auditor. Machines receipts include a cumulative total of cash taken which is reconciled with banking. Car park attendant and machine receipts covered by DPC's insurance, except where cash is held on their premises. The contractor has been advised they are liable at this point. 	Ongoing	Annual AMPC Annual Audit
4.5	Failure to achieve a balanced budget	6 Low High	<ul style="list-style-type: none"> Regular financial reports from Clerk. Regular reports of expenditure against approved budget. End of year projections provided annually by Clerk to allow for modifications in spending. Draft budget submitted annually by Clerk for advance approval. Precept reviewed annually by PC, and raised as necessary. 	Ongoing Ongoing January January Autumn	Annual Audit
4.6	Loss or Reduction in Car Park Income	6 Low/High	<ul style="list-style-type: none"> Unearmarked reserves sufficient to maintain cash flow Reviewed in budget setting process and monitored by Finance Working Group 	Spring Ongoing Ongoing & December / January	Annual AMPC
5. FAILURE TO SUCCESSION PLAN					
5.1	Lack of contingency planning in event of loss of Chairman through illness or sudden death	6 Low High	<ul style="list-style-type: none"> Vice Chair elected annually. . 	May Ongoing	Annually – by PC at AMPC
5.2	Lack of contingency planning in event of loss of Clerk through illness or sudden death	6 Low High	<ul style="list-style-type: none"> Former, other local Parish Clerks or DALC Locum service would be invited to offer emergency assistance. DALC available for advice. Clerk works to ensure that the record system and procedures are well documented. The Chair holds DPC passwords in a secure envelope. . 	Ongoing	Annually – by PC at AMPC
6. DATA PROTECTION					
6.1	Failure to meet legal requirements of Data Protection and Freedom of	3 Medium	<ul style="list-style-type: none"> Procedures and documents required by law have been created Audit of Clerk's records when new GDPR introduced. All email correspondence uses DPC emails. DPC has an Information Security Policy and a Training and Development Policy. 	Ongoing	Annually – by PC at AMPC

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	Information Legislation		<ul style="list-style-type: none"> All Councillors are expected to have attended 'Being a Good Councillor' training or similar. Training and increasing skills and knowledge is encouraged. 		
7. RESOURCES					
7.1	Clerk not capable and resourced to carry out the role of proper officer and RFO	6 High	<ul style="list-style-type: none"> WGs are able to assist and have taken on some tasks. Personnel Committee in place to support line management of the Clerk. Clerk reports hours to Finance Working Group on a quarterly basis by way of assessing if hours are adequate to fulfil role. 	Ongoing	Annually – by PC at AMPC
8 LOSS OF REPUTATION					
8.1	Loss of DPC's reputation due to mismanagement or by Cllrs' breach of the Code of Conduct	6 High	<ul style="list-style-type: none"> DPC aims to deliver a high standard of service to and with the community, transparent decision making, and sound internal processes. It considers its practices and makes improvements. It discusses the Code of Conduct and all Cllrs take responsibility to ensure it is implemented. 	Ongoing	Annually – by PC at AMPC

APPENDIX

RISK SCORE MATRIX

Probability of Occurrence	HIGH	4	7	9
	MEDIUM	2	5	8
	LOW	1	3	6
		LOW	MEDIUM	HIGH
	Consequence of Occurrence			

Approved by the Annual Meeting of the Parish Council [6 May 2026]