

**BARNHAM PARISH COUNCIL**  
**RISK REGISTER – Reviewed and Approved May 2018**

<b>Subject/Activity</b>	<b>Risks identified</b>	<b>Control Measures in Place to reduce risk</b>	<b>Risk Rating H/M/L</b>	<b>Further controls or actions required or proposed</b>	<b>Review date or frequency</b>	<b>Responsible Person</b>
Clerk to the Council	Unavailable to conduct Council business	<ul style="list-style-type: none"> <li>▪ Through membership of Sussex Association of Local Councils support available in an emergency</li> <li>▪ Contact details of Clerks in neighbouring parishes and others that may be able to provide locum cover maintained</li> </ul>	L	<ul style="list-style-type: none"> <li>▪ Access required to laptop at Clerk's home together with password controls</li> <li>▪ Access also required to files in Parish Office in Hall</li> </ul>	Annually	Chairman
Council records and archives	Loss or damage	<ul style="list-style-type: none"> <li>▪ Regular back-up of important data and information held on electronic media</li> <li>▪ Older records lodged with County Records Office</li> <li>▪ Paper records securely stored in Parish Office in Barnham Hall</li> </ul>	L	None	Quarterly	Clerk
Minutes & Agendas	Inaccuracy or non-compliance with regulations	<ul style="list-style-type: none"> <li>• Produced in an acceptable method and format</li> <li>• Publicly displayed as required by regulations</li> <li>• Draft documents circulated to all councillors prior to official business</li> </ul>	L	None	Monthly	Council
Financial Control	Misuse or loss of funds	<ul style="list-style-type: none"> <li>▪ Regular reporting to Council of income &amp; expenditure against budget</li> <li>▪ Bank statements reconciled to known transactions</li> <li>▪ All payments subject to prior approval of Council and nominated councillors with delegated authority to approve urgent payments</li> </ul>	L	None	Monthly	Clerk

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Financial Control cont.		<ul style="list-style-type: none"> <li>▪ Timely submission of VAT refund claims</li> <li>▪ Internal and external audit of accounts and governance</li> <li>▪ Insurances</li> </ul>	L	None	Annually	Clerk
Insurance	Uninsured loss	<ul style="list-style-type: none"> <li>▪ Cover requirements reviewed and approved by Council prior to annual renewal</li> <li>▪ Indexation of sums insured for assets</li> </ul>	L	None	Annually	Clerk
Precept & Balances	Insufficient funds available to meet commitments	<ul style="list-style-type: none"> <li>▪ Forecast of financial requirement considered by Council having regard to budgetary control statements, cost trends and known future commitments.</li> <li>▪ Adequate balances maintained for effect of unforeseen expenditure</li> </ul>	L	None	Annually	Clerk & Councillors
Legal	Non-compliance with regulatory requirements, e.g. Freedom of Information, Data Protection	<ul style="list-style-type: none"> <li>▪ Fol model publication scheme adopted</li> <li>▪ Guidance notes circulated by SALC &amp; NALC – Clerk reports new or amended regulatory requirements to Council</li> </ul>	L	None	Annually or as required	Clerk
Elections or Referendum Polls	Unexpected costs	None anticipated in 2018	L	None	As required	Clerk
Street Lighting	Injury or damage caused by defective equipment	<ul style="list-style-type: none"> <li>▪ Street lighting inspected and maintained via arrangements with WSCC and their appointed contractors</li> </ul>	L	Fault reporting contact details on website	Annually	Clerk

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Street Furniture	Injury or damage caused by defective equipment	<ul style="list-style-type: none"> <li>▪ Inspection and maintenance policy implemented</li> </ul>	L	None	Quarterly	Clerk
Parish Hall (including car park)	Injury to users	All responsibility now with Hall Trust as agreed in Licence to Operate approved in March 2018	L		Annually	Clerk and Council
Murrells Field – Play Area & MUGA	Injury to users	<ul style="list-style-type: none"> <li>▪ Inspection and maintenance policy implemented by BCT</li> <li>▪ BPC insure play equipment on behalf of BCT</li> </ul>	L	None	Half yearly	Clerk & BCT