

# ALFRISTON PARISH COUNCIL

## Risk Register

Reviewed and adopted at the AGM held on 19th May 2025

To be reviewed: May 2026

## Finance

What are the hazards?	Who might be harmed & how?	What are you doing now?	What further action is necessary?	How will you put the assessment into action? Who When?	Review Date
Cheque & BACS payments	Council – fraud	All invoices are presented to Cllrs for authorisation for payment.	Copy of finance report and bank statement presented to a nominated councillor for review every month	Clerk email finance report and bank statement PDF to Cllrs. Clerk to present quarterly bank reconciliations at Council meetings	May 2026
Expenditure	Council – overspending	Clerk prepares & circulates draft budgets in Oct. Budget and Precept reviewed and approved by full council in January.	Report on expenditure vs budget to be presented to Councillors every quarter. Council to review budget lines against expenditure and forecasts each qtr. Water Leak – record meter readings weekly in summer months.	Clerk & Council quarterly.  Clerk	May 2026
Income	Council & Clerk - fraud	Cheques paid in promptly. All income recorded in the Cashbook (ledger).	None	Councillors' quarterly audit.	May 2026
Grant Allocation	Local Groups – lack of grant aid	Local groups can apply in writing and present their case at Council meetings. Grants are recorded in minutes.	None		May 2026

Auditing	Council & Clerk – incorrectly maintained accounts	Independent internal audit carried out annually. Year end accounts produced by Clerk and presented to full Council for approval with Annual Return. Annual Return sent to external auditors and on completion copies are displayed on noticeboards and website.	Councillors to conduct a quarterly internal audit. Independent internal audit to be carried out twice yearly.	Clerk to produce Councillors' audit checklist.	End of June, Sept, Dec and March
Insurance	Council – claims not met	Index linked policy and adequate cover reviewed by Clerk annually. Asset Register and Insurance schedule reviewed annually by Council.			May 2026

## Children's Playground

What are the hazards?	Who might be harmed & how?	What are you doing now?	What further action is necessary?	How will you put the assessment into action? Who When?	Review Date
Safety	Users – falling, running into road.	New equipment fitted Nov 2022 with non slip safety surfaces beneath play equipment. Playground is fenced and gated.	None	Clerk & Cllr for Recreation Ground reviewing this all the time.	Monthly
Equipment	Users - physical injury	Playground is inspected annually and report issued.	Weekly inspection of Playground and programme of refurbishment as per inspection report	Clerk and Cllr for Recreation Ground reviewing this all the time.	Monthly
Area Clean and Tidy	Users- health risks	Litter and dog bins are provided close by and are emptied regularly. Playground is fenced to keep dogs out.	Monthly inspection [with signs saying contact Clerk if any issues seen]	Clerk and Cllr for Recreation Ground reviewing this all the time.	Monthly
Trees – Tye and Recreation Ground	Users – falling trees and climbing	Tree Warden regularly checks trees	Annual tree report	Tree Warden has produced a catalogue of all trees. A works list for maintenance to be produced annually.	Annually

## Clerk's Office

What are the hazards?	Who might be harmed & how?	What are you doing now?	What further action is necessary?	How will you put the assessment into action? Who When?	Review Date
Computer	Clerk – eye strain	Take regular breaks. Annual eye test	None		Annually
Computer back up	Council/Clerk – loss of records	All data backed up weekly on hard disk.	Data to be backed up on a to a compliant cloud service.	Cloud service has now been re-instated on APC laptop.	May 2026
Records Storage	Clerk – trip injury from lack of space		Remove old records to ESCC Records Centre	Clerk contact The Keep	May 2026
IT equipment failure	Clerk – unable to work	Up to date support contract providing loan equipment if necessary	None		May 2026
Clerk Resigns	Significant impact on the function of the Council and finances	Upholding Civility & Respect Pledge	Call a Personnel meeting to resolve issues early	Personnel Meetings to consist of full council.	May 2026