

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 |

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| 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 |