

# ICKLESHAM PARISH COUNCIL

A local council for the peoples of Icklesham, Winchelsea, Winchelsea Beach and Rye Harbour

## RISK REGISTER

### Notes

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following was followed:

- Identify the areas to be reviewed
- Identify what the risk may be
- Evaluate the management and control of the risk and record all findings
- Review, assess and revise if required

<b>1. FINANCIAL AND MANAGEMENT</b>					
<b>SUBJECT</b>	<b>RISKS IDENTIFIED</b>	<b>IMPACT (Significant, Moderate Minor)</b>	<b>LIKELIHOOD (L/M/H)</b>	<b>MANAGEMENT/CONTROL OF RISK</b>	<b>REVIEW/ ASSESS/ REVISE</b>
Policies and Procedures	May become out of step with legislation and/ or the Council's activities which could lead to complaints from the public that we are acting unlawfully	Moderate	M	Policies and procedures are reviewed and reaffirmed annually at the Annual Meeting of Council in May. Amendments are made to reflect changes in Legislation as and when necessary.	
Precept	Adequacy of precept	Significant	L	Budget reviewed every year to ensure the Council can meet the needs of residents. Receipts and payments monitored throughout the year at each Full Council meeting	

	Not submitted to rother district council in time	Significant	L	Full Council Minute showing full precept agreed. Clerk has diary note for deadline.	
	Rother district council not paying precept	Significant	L	Clerk to check and report to Full Council. Reserves held.	
Reserves – General	Inadequate to cover possible expenditure	Significant	L	Reserves considered annually as part of the Budget. Opinion of RFO also considered.	
Reserves – Earmarked	Inadequate to cover possible expenditure	Significant	L	Considered as part of the Budget process and at year end. Opinion of RFO also considered.	
Salaries	Wrong salary paid	Minor	L	Payroll company engaged. Clerk sets up payment to be approved by Chairman/ Vice Chairman.	
	Wrong rate of pay	Minor	L	Payroll company engaged.	
	Wrong deductions PAYE	Minor	L	Payroll company engaged.	
Banking	Payment sent to incorrect payee	Moderate	L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. Clerk sets up payment to payee, details are then checked by Chairman/ Vice Chairman to authorise payment.	
	Bank Mistakes	Moderate/ Significant	L	The Clerk reconciles the bank accounts on a monthly basis and problems/ irregularities are dealt with immediately. The bank reconciliation is checked and signed by the Chairman or other Councillor on a monthly basis.	
	Loss of Signatories	Moderate	M	Council choses signatories but it can take some time for the bank	

				to implement changes. There are currently 4 signatories including the Clerk/RFO, 2 are needed in order to set up and authorise payments.	
	Insufficient monitoring of account activity	Moderate	M	The Clerk regularly checks the online banking when setting up payments and doing the month end reconciliation. A number of Councillors have access to the account and can monitor activity at their leisure. The online banking system keeps an electronic audit trail of who does what.	
Financial Records	Inadequate records and financial irregularities	Moderate/ significant	L	The Council has Financial Regulations which set out the requirements. The Council's financial records are maintained on the RBS accounting package. Payments and receipts are reported to Council at each Full Council Meeting.	
	Loss of data	Significant	L	Accounting records are backed up off site through the accounts software package.	
Best Value Accountability	Overspend on Services	Moderate	L	The Council has Financial Regulations which set out the requirements. Where possible the Clerk/ Assistant Clerk will seek to receive three separate quotes for consideration. Assistant Clerk checks to ensure work has been carried out to a	

				satisfactory standard before invoices are settled.	
Council Records	Loss/ Damage	Moderate/ significant	L	All Council records are kept at the Clerk's home. All records are stored in a fire proof locked cabinet. Records are only removed if they are needed for a relevant meeting. All electronic records are backed up regularly to an external encrypted hard drive.	
Meetings	Appropriateness of venues	Minor	L	All Council Meetings take place in the village halls throughout the Parish. Smaller Committee meetings also take place in the Court Hall in Winchelsea. All venues are appropriate for Council and Committee meetings. All health and safety concerns are the responsibility of the management committee for each venue.	
<b>2. PROPERTY</b>					
Assets	Loss of assets	Moderate	L/M	Most of the Council's assets are in the public realm and therefore there is a risk that assets may disappear. The assets are all currently recorded on a assets register. The Council will be moving on to a map based system that can hold photos which will make it easier to keep track of and identify.	

Rye Harbour Car Park	Claim on Council following accident to member of the public	Moderate/significant	L	Insurance cover in operation. Health & Safety Risk Assessment Reviewed Annually.	
Rye Harbour Public Conveniences	Access – trip/ slip when entering	Moderate	L	Disabled access available. Inspected on a weekly basis by Assistant Clerk and daily by cleaner.	
	Flooring – trip/ slip on wet floor	Moderate	L	Examined and cleaned daily by cleaner. Inspected on a weekly basis by Assistant Clerk.	
	Electrical/ plumbing failures	Minor	L	Cleaner visits daily and reports any issues. Repairs carried out as and when required. Inspected on a weekly basis by Assistant Clerk.	
	Vandalism – damage to toilets	Minor	M	Toilets are locked overnight. Facilities cleaned daily by cleaner and checked on a weekly basis by Assistant Clerk. Repairs carried out when required. Council holds adequate reserves to cover unanticipated repair costs.	
Smeetons Lane	Unanticipated repairs	Minor/Moderate	M	Annual repairs/ maintenance are allowed for annually in the budget. The Council holds adequate reserves to cover unanticipated/ extra maintenance costs.	
Bus Shelters	Vandalism	Minor	M	Bus shelters are inspected on a weekly basis by the Assistant Clerk. Repairs are carried out as and when necessary. Council holds adequate reserves to cover unanticipated repair costs.	

Notice Boards	Vandalism	Minor	M	All noticeboards are covered by current insurance policy. They are inspected on a weekly basis by the Assistant Clerk and any damage etc. is reported to the Clerk.	
	Risk of injury to third parties/ roadside safety		L	The notice boards are inspected by the Assistant Clerk on a weekly basis, any repairs or maintenance requirements are brought to the attention of the Council. All notice boards are covered by the current insurance policy.	
Playgrounds and recreation grounds	Unanticipated repairs	Moderate	M	Playgrounds are inspected on a weekly basis by the Assistant Clerk. Any repairs needed are dealt with immediately. An annual play inspection is carried out by a third party on an annual basis. All playground equipment is covered by current insurance policy.	
	Injury to third party	Moderate/ significant	L	All play equipment is inspected weekly by Assistant Clerk to ensure it is safe and in good working order. Annual play inspection is also carried out by a third party. The Council also has suitable public liability insurance cover.	
Allotment Sites	a) Health and safety of users and visitors. b) Any dangers to third parties	Moderate	L	The allotment sites are visited twice annually by the Allotment Committee and Assistant Clerk. The Assistant Clerk inspects	

				each site on a regular basis throughout the year. Allotment site representatives also report any issues to the relevant Committee. The facilities are considered adequate for the tenants from a health and safety perspective. Maintenance and repairs are reported to the Council as and when needed.	
General Maintenance	Damage/ maintenance to Parish Council Assets	Moderate	L	Assistant Clerk inspects Parish Council property and assets on a weekly basis and reports any repairs needed to the Clerk. Parish-wide risk assessment is carried out annually by an external company. Any repairs/ maintenance recorded are brought to the attention of the Council or relevant committee and actioned.	
Office Equipment	Loss or Damage	Moderate	L	All office equipment is kept at Clerk/ Assistant Clerk's home. All equipment is covered by the current insurance policy.	
Trees	Damage/ Maintenance	Moderate	M	Trees are inspected regularly by Assistant Clerk. A full tree survey is undertaken every two years by a qualified tree surgeon. Any recommended works are reported to Full Council and actioned where necessary.	

**Agreed and adopted on 14<sup>th</sup> March 2022**

**Reviewed and readopted 15<sup>th</sup> May 2023 (Minute Reference 23/68)**

**Signed: Cllr J Stanford (Chair)**