HIGHCLIFFE and WALKFORD PARISH COUNCIL

RISK REGISTER May 2026

Area	Risk	No Controls	Impact	Probability	Uncontrolled Score	2025 review	Impact2	Probability2	2024 Score
Administrative / Financial	Clerk leaves	Council does meet legal requirement. Payments not made. Projects cease	3	3	9	Recruit replacement. Use locum clerk (DAPTC/HALC)	2	2	4
Administrative / Financial	Asst clerk leaves	Pitch fees not invoiced. Allotment license not issued. Allotment stakeholder liaison fails	3	3	9	Recruit replacement. Use temporary labour / locum	2	2	4
Assets	Protection of physical assets	Financial loss. Reputational damage.	3	1	3	Asset register maintained, insurance value increased annually; value and assets register reviewed regularly.	2	1	2
Councillors	Losing Councillor membership or having more than 4 vacancies at any one time	Inquorate meetings	3	1	3	Vacancy process. 11 Members gives room for vacancies (quorum 4).	2	1	2
Councillors' propriety	Registers of interests and gifts and hospitality	Legal liability. Public reputation.	2	1	2	Register of interests completed. Declarations of interest recorded at each meeting. Members regularly reminded to update Register of Interests. Members must renew / Affirm DPI	2	1	2
Decision efficiency	Council cannot make decisions/payments in time	Introduce a scheme of delegation to give clerk powers.	3	2	6	Introduce a scheme of delegation to give clerk powers.	3	1	3
Employer Liability	Payroll	Payroll not generated correctly. Taxes unpaid	3	2	6	Payroll calcs and postings outsourced	2	1	2
Employer Liability	Comply with Employment Law	Staff below minimum wage. Staff disatisfaction, leave	2	2	4	Staff salary review Staffing committee	2	1	2
Employer Liability	Clerk lone working	Telephone communication available.	1	1	1		1	1	1
Finance	Signatories	Payments cannot be made. Services fail.	2	2	4	No cheques used. New approval process in place. Unity Internet banking requires two factor approval. Four active signatories. Bookeeper read access.	2	1	2

Finance	Financial controls and records	Fail audit	3	2	6	All councillors can have view access of accounts. Council's Financial Regulations up to date. The bookkeeper reconciles the bank accounts monthly.	1	1	1
Finance	AGAR and Audit	Fail audit	2	2	4	Helpful and sector experienced council internal auditor. Qualified clerk	2	1	2
Finance	Accounting system		3	2	6	Scribe does not truly support I & E expenditure. Releies on year end adjustments to mimic I & E. Utilise	2	1	2
Finance	Sound budgeting to underlie annual precept	Projects underfunded	2	1	2	Zero based budget prepared. Quarterly financial report to shows actual to budget comparison.	2	1	2
Finance	Bank failure	Financial loss	1	1	1	No UK bank has failed since 1979. Once reserves over £450,000 bank guarantees negated. Most councils use CCLA deposit scheme.	1	1	1
Finance	Loss of cash through theft/dishonesty		2	2	4	Fidelity cover in place. Avoid cash transactions. Allotment fees moved to Internet Banking and debit card	1	1	1
Finance	Business Rates	Financial penalties	2	2	4	Pavillions have sports exemption. May not cover toilets. Bowls club rates included in rent.	2	2	4
HWPC run activities	Risk of financial loss	No activities held directly by HWPC	2	2	4	Risk assessed prior to decision to proceed. Where possble, arrange events so third parties hold the risks.	1	1	1
Legal Liability	Ensuring activities are within legal powers	Public challenge. Failed audit	2	2	4	Qualified clerk. Legal power shown against each decision or payment. Legal advice to be sought where necessary. Subscription to DAPTC, NALC, SLCC	2	1	2

Legal Liability	Proper and timely reporting via the minutes	Public challenge. Failed audit	2	2	4	Council and committees meet regularly. Minutes reviewed and approved Minutes made available to public via website. Opportunity for improved notice boards.	1	3	3
Legal Liability	Proper document control	Document disposal policy adopted.	1	2	2		1	2	2
Legal Liability	GDPR FOI and DDA		2	1	2	GDPR New website is GDPR compliant. All councillors to council email address. Document disposal policy adopted.	2	1	2
Legal Liability	Trees	Inadequate tree data and maintenance regime	2	2	4	3-5 yearly tree surveys Continual programme of tree management	2	1	2
Legal Liability	Use of volunteers	Public liability risk	2	2	4	Risk and Method statements produced.	2	2	4