

Limpsfield Parish Council – Risk Register

Appendix A to the Risk Management Policy

This Risk Register supports the Council's Risk Management Policy. It identifies key risks, existing controls, and actions required to reduce or manage those risks. The Clerk / RFO will review this register annually or sooner if significant changes occur.

Ref	Category	Risk Description	Likelihood	Impact	Score (L×I)	Existing Controls / Mitigations	Further Action Required	Responsible Officer	Review Date
F1	Financial	Failure to maintain accurate accounts and records	Low	High	3	RFO maintains accounts using approved software; internal audit and quarterly reports	Continue annual internal (including interim and EOY) and external audits	Clerk / RFO	Annual
F2	Financial	Fraud or theft of Council funds	Low	High	3	Pre-approval of all payments. Dual authorisation on all payments; bank reconciliation by RFO and reviewed by Chair / Finance Chair	Random spot checks by councillors and interim / EOY internal audit	Clerk / RFO	Annual

L1	Legal / Compliance	Failure to comply with statutory duties or deadlines	Medium	High	6	Membership of SALC/NALC; calendar of statutory deadlines	Clerk training; external / SALC advice available when needed	Clerk	Annual
O1	Operational	Loss or damage to Council assets (benches, noticeboards, equipment)	Medium	Medium	4	Regular inspections; insurance cover	Maintain inspection log; prompt repairs	Clerk / Contractors	Twice yearly
O2	Operational	Indisposition of Clerk/RFO	Low	High	3	Disaster Recovery document Including list of PW, Access, location of keys, hard copies, records Contact of emergency locum	Maintain and update document. Hard copy with at least Chair, Vice Chair and Finance Chair	Clerk/Chair/Vice Chair	Annual
H1	Health & Safety	Injury to staff, volunteers, or public at Council events	Medium	High	6	Risk assessments before events; insurance cover; first aid provision	Refresh H&S training; review event checklist	Clerk / Event Lead	Annual or per event

Risk Scoring Key

Likelihood	Impact	Risk Score Meaning
Low = 1	Low = 1	1–3 = Low (acceptable)
Medium = 2	Medium = 2	4–6 = Medium (monitor and manage)
High = 3	High = 3	7–9 = High (urgent mitigation required)

Review Notes

- The Clerk / RFO will review and update this register at least annually.
- Significant changes or new risks must be reported to the full Council promptly.
- The register should be approved by Council and published with other key governance documents.

APPROVED:	13 April 2026
FOR NEXT REVIEW:	May 2027
SIGNED:	Antony Taylor (signed at meeting)
MINUTE REF:	7.6