

Catsfield Parish Council

Risk Register 2025

I.D.	Risk area	Risk identification	Impact or implication	Likelihood	Impact	Severity	Control method & or actions	Progress against control actions	Progress	Ownership
1.	Public safety	Children's Play area, general condition of equipment & environment	Increased potential of accident as equipment gets older	L	L	D	Play equipment is generally in good order. Continue to regularly monitor	Annual inspection carried out by RoSPA & monthly inspection by Playground committee,	100%	CPC
2.	Financial	Loss of financial control	Inability to provide services	L	H	A	Appoint responsible financial officer. Regular monthly reviews of accounts. Bank statements sent to all Councillors. Year end audit.	Complete reviews independently	100%	CPC
3.	Financial	Precept level incorrect	Inability to deliver promise to electorate	L	M	B	Provide budget based on real costs & not % variation	Budget agreed & precept set	100%	CPC
4.	Financial	Insurance level incorrect	Value of asset register not correctly assessed	L	L	D	Assess value of assets against RALC guidelines	Contact made to confirm values of equipment	100%	CPC
5.	Financial	Level of reserves inadequate for unplanned expenditure	Unable to deliver services	M	H	B	Maintain 50% of precept as recommended by RALC	Reserves running at correct level, monthly reporting	100%	CPC
6.	Financial	Uncontrolled expenditure	Loss of budgetary control	M	M	D	All expenditure agenderised & cheques and payments by bank transfer signed by 2 councillors	Monthly checks	100%	CPC

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7.	Operational	Footpath deterioration	Become impassable or difficult to use	M	L	D	Regular inspection & Survey by Rights of Way	Monthly reporting	100%	CPC
8.	Operational	Hedges & verges overgrown	Poor visibility or reduced footpath width	M	L	D	Regular inspection & monthly reporting, corrective action identified last parish walk August 2011	Monthly reporting Corrective action requested of owner in writing	75%	CPC
9.	Operational	Tree issues	deterioration or loss of tree stock or damage to property or personal injury	L	L	D	Regular inspection & monthly reporting	Monthly reporting	100%	CPC
10.	Operational	Dog issues?	Dog fouling	M	M	D	Regular inspection & monthly reporting, bins for disposal of dog waste in place.	Monthly reporting	100%	CPC
11.	Operational	Knowledge / training requirements	Inability to carry out Parish Council business	L	M	D	Annual employee appraisal. Councillor training.	Monthly reporting	100%	CPC
12.	Operational	Public unaware of Parish Council business	Public frustration	M	L	D	Notice board augmented with website information. Community Engagement Policy.	Website established & being populated	100%	CPC

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13.	Operational	Lack of access for council members to all council property	Loss of ability to carry out council business	M	L	D	Copies of all keys to be held by the Clerk and Chairman	Copies being sought	50%	CPC
14.	Operational	Compliance Testing	Parish Council is not compliant				Refer to policies	Policies are in place. Data Protection Officers appointed	100%	CPC
15.	Operational	Loss of data					Regular back-ups to be undertaken	Backups on Clerk's Laptop are regularly undertaken. <i>Backups to also be undertaken by a councillor.</i>	100%	CPC
16.	Public Safety	Fire Checks at Pavilion	Fire damage/death				See Pavilion Risk Schedule			CPC
17.	Public Safety	Electrical Safety Checks	Fire/Injury/Death				See Pavillion Risk Schedule. Electrical Safety Checks to be undertaken every 5 years together with PAT testing.			CPC

Appendix A

Abbreviations

- n/a, not applicable
- CPC, Catsfield Parish Council
- RDC, Rother District Council
- ES CC, East Sussex County Council
- P, Police
- ES H, East Sussex Highways

Appendix B

Instructions:

1. Log risk in register and assign severity' (A-B-C-D)
2. Identify impact or implication of risk
3. Quantify impact and likelihood of each risk – High, Medium, Low
4. Re consider severity from table below
5. Identify the control method and or control actions together with key delivery dates
6. Update the progress of any actions being undertaken to manage / mitigate the risk
7. Identify the risk owner

Severity Code	Key: Severity	Key: Progress
A	Major impact on project objectives - Unacceptable increases to time, quality or cost objectives (A)	There has been no progress or there are no defined mitigation actions
B	Serious impact on project objectives - Likely increases in time, quality or cost objectives (B)	Some progress but it has not been in accordance with the agreed action or behind schedule
C	Moderate impact on project objectives - Within tolerance increases in time, quality or cost objectives (C)	Progress has been in accordance with the previously agreed direct action
D	Minimum impact on project objectives – acceptable increases in time, quality or cost objectives (D)	
Closed	Risk mitigated	Risk closed