

## Heckfield Parish Council Risk Register 2026

RISK IDENTIFIED	Impact H/M/L	Likelihood H/M/L	Controls	Controls Adequate	
<b>PHYSICAL RISK</b>					
1	Risk to and from assets: Land: No land owned by Parish	NA	NA		Y
2	Risk to and from assets: Risk of theft, vandalism	M	L	Located by Village Hall main doors on new wing extension. Quiet location but open accessible situation, covered by sensor lighting form door. Visible from public road, neighbouring properties, regular inspection. Insurance cover in place.	Y
	Risk of unit malfunction, not	H	L	Unit regularly self tests, fortnightly inspections reported to Circuit	Y
3	Risk to and from assets: Street One bin owned by Parish Council	L	L	Contract in place for fortnightly check and emptying... ongoing this has proved adequate.	Y
4	Risk to and from assets: AutospeedWatch unit and CCTV	L	L	Care in locating, insurance in place	Y
<b>LEGAL LIABILITY</b>					
5	GDPR in relation to camera data	M	L	Policy in place	Y
6	Damage to third party property, or individuals, as a result of	M	L	Insurance cover in place £12M public liability	Y
<b>FINANCIAL RISK</b>					
7	Financial records in accordance with statutory requirements and	M	L	Full publication & transparency, minuted record of all transactions and bank account summaries. Published on website. Subject to	Y
8	Spending, business activities within Parish Council legal powers	L	L	Responsibility of RFO to monitor; to advise members accordingly. No general power of competence; S137 payments recorded in Supporting Statement. For oversight of internal auditor	Y
9	Restrictions on borrowing	M	L	Subject to Full Council decisions and RFO advice. To note – Parish Council has no record of taking out loans.	Y
10	Requirements under Employment Law and Inland Revenue regulations	M	L	Payroll RTI run internally using HMRC Basics software. Monthly PAYE data submitted to HMRC, payslips and P60 on record for audit. Salary and HMRC payments recorded and minuted as all other payments. Pension re-enrolment and declaration complied with.	Y
11	Requirements relating to VAT.	M	L	Responsibility of RFO to be aware of and ensure compliance with current VAT legislation; to advise Parish Council accordingly. Subject	Y
12	Ensuring the adequacy of the annual Precept with sound budgeting arrangements	M	L	Draft budget for following year presented and discussed at November Parish Council meeting with projection for following three years where needed. Precept request based on budget as agreed, January meeting. Ongoing monthly budget and latest forecast figures presented to Parish Council meetings and reviewed.	Y
13	Ensuring the proper use of funds granted to local community bodies under specific powers or	L	L	Any grant funding requests considered at Parish Council meeting and decision minuted. Donation usually in form of direct purchase; otherwise evidence of use of funds required.	Y
<b>RISK ASSOCIATED WITH PLACING CONTRACTS / ORDERS FOR SERVICES AND GOODS</b>					
14	Ensure value for money and quality, suitability of provision	M	L	Quotes as necessary sought for new contracts. Ensure understanding of appropriate cost / level of remuneration. Award of contract, decision on purchase agreed and minuted at Parish Council meeting. Works specification, purchase order provided for new contracts/works. Public liability insurance cover etc checked as below. Work monitored/ reviewed by Parish Council - the clerk, member or representative as appropriate. Works specification,	Y
15	For contracts and services, ensure correct certification and	M	L	Public liability insurance cover and necessary certification / accreditation checked with copies on file.	Y
<b>GENERAL GOVERNANCE</b>					
16	Proper, timely and accurate recording of council business in the minutes	M	L	Minutes as per standing order guidance. Draft minutes issued as soon as possible after the meeting; Posted in draft form on the website. Circulated again with Agenda for following meeting. Approved at following meeting, signed as true record by presiding	Y
17	Meeting time schedules when responding to consultation	L	L	All consultation dates noted, understood, and circulated as needed.	Y
18	Document control	M	L	Ref document retention policy and FOI publication schedule.	Y
19	Data compliance	M	L	ICO registration up to date. Policies in place.	Y
20	Register of members' interests	L	L	Forms updated and submitted to Hart as required. Responsibility of members to advise of and submit updates. Clerk to hold on file.	Y
21	Libel claim against the Parish	M	L	Insurance in place as required.	Y
<b>HEALTH &amp; SAFETY - Task specific risk assessments drawn up as needed</b>					