

Upton Grey Parish Council Risk Register 2026					
RISK IDENTIFIED		Impact H/M/L	Likelihood H/M/L	Controls	Controls Adequate
PHYSICAL RISK					
1	Risk to and from assets: Land: Pond and Pond Green, Cleves Lane Green. (NB to include trees in any area above The Village Hall – and defibrillator)	M	L	Land: Regular inspections by Parish Lengthsman. Maintenance contract an Insurance cover in place. Pond: pond edges clearly defined, Village centre, bordered by roads, not an area where children play unsupervised.	Y
2	Risk to and from assets: Street furniture.	M	L	Land: Regular inspections by Parish Lengthsman. Maintenance contract an Insurance cover in place.	Y
3	Risk to and from assets: Playground, play equipment, outdoor gym equipment	M	L	Regular visual inspections by Parish Lengthsman. BDBC contract for weekly inspections and annual safety inspection. Insurance cover in place	Y
4	Risk to and from assets: Tennis courts	M	L	Inspection and maintenance by Tennis Club which operates as a committee of the Parish Council. Insurance cover in place.	Y
5	Legal liability as a consequence of asset ownership	M	L	Insurance cover in place £12M public liability. As 1 to 4 above	Y
6	Damage to third party property or individuals as a result of parish council provision of services, amenities	M	L	Insurance cover in place £12M public liability	Y
FINANCIAL RISK – Risk of non-compliance with:					
7	Financial records in accordance with statutory requirements and best practice	M	L	Full publication & transparency, minuted record of all transactions and bank accounts. Subject to scrutiny by Parish Council and Audit.	Y
8	Spending, business activities within Parish Council legal powers	L	L	Responsibility of RFO to ensure spending within statutory powers; to advise the Parish Council accordingly. For discussion with / oversight of internal auditor	Y
9	Restrictions on borrowing	M	L	Any loans and borrowing to be approved by Parish Council - subject to advice by RFO – minuted accordingly. The Parish Council has no record of taking out loans; likelihood very low.	Y
10	Requirements under Employment Law and Inland Revenue regulations	M	L	Salaries agreed at annual review by Parish Council and minuted. Monthly PAYE data submitted to HMRC, payslips and P60 supplied to employees. Salary and HMRC payments 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 the Parish Council accordingly. For discussion with / oversight of internal auditor	Y
12	Ensuring the adequacy of the annual Precept with sound budgeting arrangements	M	L	Regular budget and latest forecast figures presented to Parish Council meetings and reviewed. 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.	Y
13	Ensuring the proper use of funds granted to local community bodies under specific powers or under Section 137 and General Power of Competence	L	L	All grant funding requests discussed at Parish Council meeting and decision minuted. Donation usually in form of direct purchase; otherwise evidence of use of funds required.	Y
Orders Work, Goods and Services (Ref: Financial Regulations (10))					
14	All orders and contracts placed following requirements specified in Financial Regulations	L	L	Quotes as necessary sought for new contracts. Award of contract agreed and minuted at Parish Council meeting. Works specification, purchase order provided for new contracts/works Public liability insurance cover checked. Work overseen / checked by Parish Lengthsman and / or Parish Council as appropriate.	Y
General governance					
15	Proper, timely and accurate recording of council business in the minutes	L	L	Minutes comply with all requirements as per standing order guidance. Draft minutes issued as soon as possible after the meeting, circulated again with Agenda for following meeting. Posted in draft form on the website. Approved at following meeting, signed as true record by Chairman.	Y
16	Meeting time schedules when responding to consultation invitations.	L	L	All consultation dates noted and circulated as needed.	Y
17	Proper document control	M	L	Hard copy of minutes with wet signature kept on file for archive and posted to website. Finance and governance documents posted to website as required. Computer documents backed up to external drive.	Y
18	Register of members' interests	L	L	All register of members' interests completed and submitted to BDBC as require. Responsibility of members to advise of and submit updates. Clerk to hold on file.	Y
19	Liabile claim against the Parish Council	M	L	Insurance in place as required.	Y
Health & Safety - Task specific risk assessments drawn up as needed					