



WEST HANNINGFIELD PARISH COUNCIL

Telephone: 07873 708275
Email: clerk@westhanningfield-pc.gov.uk
Website: www.westhanningfield-pc.gov.uk



RISK REGISTER

Reviewed and Re-Adopted May 2026

Risk Area	Controls in Place	Likelihood (1–4)	Impact (1–4)	Score	Risk Level
Business Continuity	Reserves, insurance, delegation arrangements	2	4	8	Medium
Loss of RFO access/passwords	Secure password storage, handbook	2	4	8	Medium
Financial records failure	Financial Regulations, audit	2	4	8	Medium
Bookkeeping errors	Monthly reconciliation, audit	3	3	9	High
Purchasing overspend	Budget monitoring, approvals	3	3	9	High
Precept failure	Budget timetable controls	2	4	8	Medium
VAT errors	Annual VAT return	2	3	6	Medium

Risk Area	Controls in Place	Likelihood (1–4)	Impact (1–4)	Score	Risk Level
Budget overspend	Quarterly reporting	3	3	9	High
Online banking risk	Dual authorisation, segregation of duties	2	4	8	Medium
Data protection breach	GDPR policy, ICO registration	3	3	9	High
Insurance under- coverage	Annual review of assets	2	4	8	Medium
Payroll errors	External payroll provider	2	4	8	Medium
Assets loss/damage	Asset register review	2	2	4	Low
Meeting venue H&S	Suitable venues, H&S awareness	3	4	12	High
Records loss (fire/theft)	Cloud backup, ERO archive	2	4	8	Medium