

## BURGESS HILL TOWN COUNCIL : SUMMARY RISK REGISTER

				Description		Preventative Actions	
CURRENT STATUS	ID	Date Raised	Raised By	Description of Activity/Risk	Description of Impact	What new Actions/Procedures are required	Completed by when
OPEN	67	10/12/2018	Com KAG	<b>Youth events &amp; Holiday Activities during 2018</b> were very successful but relied on 3rd party sponsorship. Similar events for 2019 will rely also on a level of 3rd party income.	Although there is no indication at this stage that 3rd party monies cannot be secured, should sponsorship not be forthcoming, funding will need to be provided from other areas within the Council's budget or the events programme modified.	The Community Engagement officers will continue with their efforts to secure 3rd party sponsorship for events.	ongoing
OPEN	66	17/01/2019	Fin KAG	<b>The Revenue Budget for 2019/20 includes monies (£24k)</b> from a partner organisation (MSDC) and from other 3rd parties (Audiology) for the hire of a council room.	Failure to secure these monies could cause stress on the 2019/20 budget requiring remedial action.	Update: the majority of monies from the partner organisation has been secured. A newly issued contract with Audiology (£11k per year) has not yet been signed, however, the budget was discounted down to reflect a no-contract position. Should this be the case, the shortfall will be manageable within existing resources.	ongoing
CLOSED	65	17/01/2019	Fin KAG	<b>Should the predicted surplus of just over £13k not materialise</b> , then the agreed disposition of the surplus may need to be amended.	Latest forecast (March 2019) shows the estimated surplus to be in excess of the December forecast.	No new action required.	Complete
OPEN	64	28/06/2018	Fin KAG	<b>To use the growth in tax base</b> to fund, in-part, the loan associated with the new performance venue.	Should the growth in Tax Base not be as great as budgeted for, this could put added pressure on the Council's Revenue Budget and other funds.	The budgeting process has taken a conservative approach to forecasting the growth in tax base with any shortfall, should it arise, not being of a material nature.	Ongoing
OPEN	63	30/01/2018	SP KAG	<b>Install cycle/walking path across Bachelors Farm</b> as part of the BH Station to Hassocks Green Circle network link (funding from I-Transport). Potential for motor cycle access, cyclist collisions with pedestrians and disruption to the brown streak butterfly habitat.	Motor cycles causing disruption to the area, injury from collisions and loss of butterfly habitat.	I-transport to ensure suitable gates installed to deter motor cycles, warning signs installed to make cyclists aware of pedestrians, and for the development to be mindful of the butterfly habitat.	ongoing and undetermined
CLOSED	60	18/10/2017	CE KAG	<b>Great British Spring Clean:</b> Councillors will be working with residents to clear up certain areas within councillors' respective ward.	Potential of harm to councillors and residents as they undertake activities in the community	To mitigate risk to councillors and residents, formal risk assessments will be carried out for each clean-up site.	Prior to each event

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CLOSED	59	16/01/2017	FIN KAG	<b>Performance venue:</b> the budget proposals for 2018/19 financial year include an increase in council tax to pay for the new performance venue. This rise has been agreed by Council prior to the consultation vote being completed giving rise to the risk that residents may subsequently reject the venue proposals.	The budget for 2019/20 would need to take account the consultation vote and should the venue proposal be rejected, allow for an appropriate amount to be credited back to the budget accordingly.	UPDATE: Credit given back through 2019/20 Precept.	Nov-18
CLOSED	55	15/02/2016	FIN KAG	<b>Local Authority Property Funding:</b> The use of alternative property investment fund for surplus cash balances instead of using the traditional banks.	These type of investments are subject to market fluctuations and the value of investments may go up or down. Potentially, you may not get back what you have invested.	UPDATE: Since the venue ""no" vote in 2018, new plans have been developed for a performance venue that does not require an increase in the amount residents pay through their council tax. The timescale for the development is still under consideration and so it is not possible to prudently tie-up a substantial amount of funds in a long term plan.	CLOSED
OPEN	50	04/11/2015	CS KAG	<b>Van Replacement:</b> The second of the council's 3 vans is nearing the end of its useful life. A replacement is sought prior to the vehicle becoming unusable.	Disruption to the operational side of the Town Council's work.	Van has made it through the MOT, but may still need to be replaced.	Under review