

**BURGESS HILL TOWN COUNCIL : SUMMARY RISK REGISTER**

				Description		Preventative Actions		
CURRENT STATUS	ID	Date Raised	Raised By	Description of Activity	Description of Risk/Impact	What new Actions/Procedures are required	Completed by when	Officer
OPEN	80	28/02/2022	Strat KAG	<b>Inclusive Town:</b> to develop a Town Accessibility Plan (TAP) and provide some funding to support its implementation.	Members agreed to allocate £10k towards this project, however, until an Accessibility Audit is undertaken (part of the TAP), the final financial involvement of the town council cannot be fully quantified.	The completion of TAP audit will assist in quantifying more accurately various improvements around the town and allow Members to make an informed choice as to what can be achieved realistically and, also, take into account existing budgetary constraints.	Ongoing	SC
OPEN	79	24/01/2022	FIN KAG	<b>Inflation:</b> the budget for the 2022/23 incorporated an inflationary element (6%) within both charges out for good and services and costs received.	Should the rate of inflation increase materially in all areas, this could have a detrimental effect on costs incurred.	With a number of core expenditures (e.g. utilities, maintenance) being under contract at pre-inflationary prices, the effect on ordinary operational expenditure, at this time, is deemed minimal. The RFO will continue to monitor the situation.	Ongoing	GF
OPEN	78	01/12/2022	FIN KAG	<b>Town Events:</b> The Communities Engagement KAG has proposed an ambitious programme of events over the next 12 to 18 months.	Although there are adequate funds in-place to fund the projects, staff resourcing is strained and has been compounded by the recent employment of two replacement staff in the Community Engagement department who require a period of time to "bed-in"	The Head of the Department is drawing up a contingency plan involving additional staff and Members to assist with the delivery of the programme.	Ongoing	JOG
OPEN	77	01/12/2021	FIN KAG	<b>Beehive Project Loan Approval:</b> The loan approval expires in September 2022 and any delay in draw down of the initial monies beyond that time will require a time extension granted by the Communities Department.	Should the Communities Department not grant an extension to the loan application, the core part of the funding will not be available jeopardising the complete project.	The current severe inflationary pressures and labour/material shortages provide valid, prudent reasons as to the delay of the project. This will form a core part of the explanation to the Communities Department as to why the project is being delayed.	31/07/2022	GF
Closed	76	26/11/2021	CS KAG	<b>A number of safety related tree works</b> have been identified stemming from a recent tree survey and covers some 58 trees spread across multiple locations: Batchelors Farm, the Burial Ground, West Park Reserve, Chanctonbury and Junction Road Allotment sites	The tree works have been noted as safety related and will need to be addressed to prevent additional liability should the Town Council fail to act.	As at 11/05/2022 - the majority of tree works have now been completed and no -issues arose with this work.	Complete	SH
Closed	75	15/03/2021	Extraordinary Council	<b>Site Allocations Representation:</b> The council had been approached to support, financially, a local community action group, SOFLAG, to oppose the inclusion of SA12 and SA13 in the Mid Sussex District Development Plans.	The town council agreed to support the local action group, SOFLAG, and allocated some £20k towards the appointment of a legal team. There is, however, the potential for legal costs to over-run requiring additional funding from either the SOFLAG group or the town council to see the project through to completion.	Some £25k was received from the SOFLAG group towards the overall costs which were in the region of £47k. Representations to the planning inspector were rejected, however, no further liability to the town council is envisaged.	Complete	SC
Closed	74	18/01/2021	Fin KAG	<b>Surplus 2020/21:</b> The use of the 2020/21 surplus to Fund aspects of the Beehive project	Should the surplus be materially less than that currently predicted, future expenditure associated with the Beehive project may need to be revisited.	Surplus achieved was in excess of expectations at £55k	Complete	GF
Closed	73	18/01/2021	Fin KAG	<b>Budget 2021/22:</b> The budget 2021/22 relies, in-part, on monies from partner organisations.	Failure to secure partner money will be detrimental to the budget and its expenditure plans.	Partner monies were secured	Complete	GF

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OPEN	72	18/01/2021 & 24/01/2022	Fin KAG	<b>Beehive Project Inflation:</b> The Beehive project is a major investment by the Town Council in providing a new performing arts centre for the town. It involves an ambitious funding plan that includes a sizable loan, circa £5mil, from the government whilst utilising internal cash reserves and 3rd party monies.	<b>UPDATED:</b> the town council has secured £4.8mil funding from the Communities Department and residents approved, overwhelmingly, to support the project. Strong inflationary pressures and rising interest rates have been identified as a major risk to the project with the original build cost of £5.2mil being under pressure. The extent of these inflationary pressures has not yet been quantified but has the potential to impact on the town council's finances. The formal tendering exercise is awaited.	The town council has always budgeted prudently and the original funding model for the next 5 years was based on a conservative approach with inbuilt financial contingencies and a conservative approach to estimating housing growth within the Burgess Hill area.  With inflationary pressures and interest rates increasing, the project has been moved-out circa 12 months which allows additional income for the project to be accumulated. In addition, the boundary review, on what is known as the Northern Arc, has been set in motion which has the potential to increase substantially the housing stock (tax base) allocated to the town council giving rise to an increased stream of funding.	Ongoing	GF
Closed	71	18/01/2021	Fin KAG	<b>Burgess Hill Community Partnership CIC:</b> the set-up and running of a CIC organisation to oversee the small scale development of retail units in the town.	<b>UPDATED:</b> The CIC is now in its second full year and although some original tenants have vacated their space, alternative tenants have been found and the premises remains fully occupied. A modest profit is expected for the year to 31 March 2022.	The CIC has been set-up on an arms length basis in that ongoing liabilities will be for the CIC and not the town council. Should the CIC run into trouble financially, it will be for Members to decide what level of support will be given to the CIC. It should be noted, the division of the unit into smaller units has been successful in regard to reducing down considerably, the level of business rates due.	Complete	GF
OPEN	70	12/11/2020	Fin KAG	<b>Pantry/CIO set-up:</b> the set-up of a new shop initiative to help alleviate food poverty in the town. A £10k grant has been allocated by the town council.	Should the project fail, the risk to the council would be limited to the £10k grant start-up costs, however, there is a marginal risk that the recovery of premises charges via the Trading Spaces CIC project, could become a liability for the town council should a replacement tenant not be found.	The CIC has been established as a legal entity in its own right which will limit the town council's exposure.	Ongoing	GF
Closed	69	26/11/2020	ComEng KAG	<b>Events:</b> various events had/have been planned during 2020 and 2021.	<b>UPDATED:</b> with the deferral of various activities from the 2020/21 pandemic period, there is the potential that deposits to suppliers made may not be recoverable. This has turned out to be the case in one instance where £1,800 is proving difficult to recover.	A "Small Claims Court" action is being taken, however, to-date, locating the individual concerned has proved problematic.	Although court action is ongoing, the original risk is closed.	GF
Closed	68	March 2020	GF	<b>Covid Pandemic</b> and risk to health and operations.	The Covid Pandemic has given rise to serious health and safety risks to all staff and visitors. In addition, the ability of the town council to continue providing its normal services has been/will be severely disrupted. A complete review and implementation of safety procedures has been enacted according to the Government's guidelines. In addition, the full use of the town council's IT infrastructure has enabled town council services to remain at near capacity save for the closure of the HP (as ordered by the government)	The town council successfully navigated its way through the pandemic, with employees working from home and services being offered on-line and via telephone.	Complete	SC/GF
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. THIS development may have recently started.	ongoing and undetermined	SC