

## BURGESS HILL TOWN COUNCIL : SUMMARY RISK REGISTER

					Description		Preventative Actions		
CURRENT STATUS	ID No.	ID CAT	Date Raised	Raised By	Description of Activity	Description of Risk/Impact	What new Actions/Procedures are required	Completed by when	Officer
Open	104	FC	20/01/2025	Fin KAG	The Finance KAG agenda included a review of the council's Financial Regulations vis a vis NALC's latest model.	Failure to review and adopt an up-to-date Financial Regulation model could leave the council open to adverse comments from the internal and external auditor in regard to Governance.	The review of the council's Financial Regulations was adopted by the Finance KAG (to be ratified at Council in March 2025)	03/03/2025	GF
Open	103	FC	20/01/2025	Fin KAG	The budget for 2025/26 includes a provision for the salary cost of living rise at 4.5%	Any material increase will impact on the Revenue Budget which may require a review of expenditure.	Historically, agreement on pay between the Employers Association and Unions does not conclude until the November, however, pressures on the Government's public finances (well documented in the press) would indicate salary awards for public employees (excluding teachers, nurses, doctors) are going to be at the lower end of the scale and below the 4.5% budgeted.	30/11/2025	GF
Open/closed	102	FC	20/01/2025	Fin KAG	The 2025/26 budget presented included an inflationary increase on budget costs of 3%	Should the inflation rate be materially higher than 3%, the council may need to revisit its budget allocations.	The latest 2025 CPI inflation (Jan 2025) is shown at 3%. No adjustment is required.	Closed	GF
Open/closed	101	FC	20/01/2025	Fin KAG	The 2025/26 budget presented included an inflationary increase on charges levied by the town council at 3%	Should the inflation rate be materially higher than 3%, the council may need to adjust charges accordingly.	The latest 2025 CPI inflation (Jan 2025) is shown at 3%. No adjustment is required.	Closed	GF
Open	100	FC	20/01/2025	Fin KAG	An estimated surplus for the 2024/25 financial year is shown at £44k with £30k to be allocated fund additional cost items (Alexandra Road £5k, Map reprint £5k and Tree works £20k)	Any material movement downward would impact on the council's ability to fund the noted items; council would need to look at its other reserves, including the General Reserve, to fulfil any commitments made.	The town council's projected surplus remains under constant review and any material downward movement will be raised with the Finance KAG Chairman.	31/03/2025	GF
Open	99	FC	20/01/2025	Fin KAG	The Finance Agenda included funds to given to The Park Centre Burgess Hill.	The giving of funds towards any project run by a 3rd party organisation carries risk. Should that 3rd party and/or project fail, the council's money may not be recoverable.	In regard to the Park Centre, a working group between the town council's officers and the Park Centre has been set-up to help mitigate risks.	Ongoing	GF/JH
Open	111	FC	15/01/2025	Cust Serv KAG	The 5 year Christmas Lights contract expired in December 2024 and a tendering process will be entered into at the beginning of the new calendar year.	The current budget of £10,000 may be insufficient to secure a display and sponsors may need to be sought. The non-securing of a sponsor adds a risk to the councils budget for 2025.26	The estimated cost for 2024 is £9,500 and an inflationary amount has been included in the 2025.26 budget taking the funding for this item to £12,500. The results of the tendering exercise are awaited.	31/03/2025	JH/RE
Open/closed	110	FC	15/01/2025	Cust Serv KAG	Provision of a fund for replacement [Folders Meadow] play equipment.	If no funds are set aside, equipment will not be fixed and/or replaced. This could lead to items being decommissioned or left in an unusable state.	£5k included in the base-line budget 2025.26	Closed	JH/SH
Open/Closed	109	FC	15/01/2025	Cust Serv KAG	To support the Shop Local Scheme for Christmas 2025.	Cost of printing additional posters and cards can be met through existing budgets, however, more significant publicity may be outside of the Budgeted allowances.	The Council meeting of January 2025 (Minutes 43) suspended this project for 2 years.	Closed	JH/AB
Open/Closed	97	FC	13/11/2024	Fin KAG	The budget for 2025/26 includes income (£17k) from partner organisations.	Should the partner income not be forthcoming this would leave a shortfall in council income that may require funds to be diverted from other areas.	It can be confirmed the contract between BHTC and WSCC (highways) expires 31 March 2026. Funds for the 2025/26 financial year are secure.	Closed	GF
Open/closed	107	FC	04/11/2024	Strat KAG	The Strategic KAG recommended an allocation of £10k towards public realm enhancements and to explore taking on lapsed WSCC Highways tasks. Funding to be included in the base-line budget for 2025.26	The full cost of undertaking WSCC highways work could increase the financial strain on the town council's budget and Precept setting for the 2025.26 financial year.	The £10k for the public realm and an additional £30k towards providing additional resources have been included in the 2025.26 budget and approved by Finance KAG and Council at their Jan 25 meetings	closed	JH
Open/closed	112	H&S	17/10/2024	Comm Eng KAG	The views of the Members were sought in regard to the planned Holocaust Memorial Day to be held in January 2025.	Due to heightened tensions surrounding the conflict in Gaza, concern was expressed with regard to community safety.	Members agreed it was important to continue to bring communities together to remember the suffering of innocent people caught up in conflict around the world and that this day should focus on "never again". The event passed without incident.	27/01/2025	JOG
Open/closed	105	FC	23/09/2024	Council	To add the new CEO onto the town council's bank mandate.	The only senior officer on the bank mandate is the Responsible Finance Officer. To ensure continuity during periods of absence, it is recommended the town council has at least two senior officers who are able to authorise dealings with the town council's financial institutions.	The new CEO has been added to the bank mandate	30/09/2024	GF

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Open/closed	106	FC/SQ	13/08/2024	Strat KAG	Development of phase 2 of the burial ground in Jane Murray Way. This project will require funding from the PWLB.	The Communities & Local Government Department may not approve the application for a loan. If the burial ground development does not progress to time-scale, the council runs the risk of running out of burial space	The Communities daprtnet has approved the projectd and granted a loan of up to £300k. The project is expected to be completed during 2025	31/10/2025	GF/RE
Closed	95	FC	11/01/2024	Strat KAG	Park Centre : there appears to be potentially expensive dilapidation issues, these need to be assessed fully and costed.	Substantial dilapidation issues giving rise to material costs could create financial pressures for the town council that could affect its ability to fund the project.	Dilapidations not as severe as first thought. Works underway to bring building back into use.	closed	SC
Open/closed	114	FC	17/10/2024	Comm Eng KAG	Request received from the Bonfire Society to increase the Annual Grant given by the town council by £5,500 to cover increased insurance and other running costs	If the Town Council do not consider increasing the grant to Bonfire Society, the future delivery of this event could be placed into jeopardy	The increase in grants approved at the Finance KAG and Council meetings held in January 2025	closed	JOG
Open/closed	113	FC	17/10/2024	Comm Eng KAG	The challenges securing advertising for the About Town magazine	The budget for 2024.25 contained a level of advertising revenues that it was felt could not be attained. This would have implications for final outturn for 2024.25 and budget preparation for 2025.26	The forcast for 2024.25 and budget for 2025.26 have been amended to reflect the challenges securing advertising revenues. This has not had a material impact on either years' budget.	closed	JOG
Open	84	FC	23/01/2023 & 24/06/24	Fin.KAG	The Capital Programme presented at the January 2023 and June 2024 Finance KAGs noted the potential need to seek loan funding for the various projects that were being considered by council.	Interest rates are at their highest for a number of years, any borrowing at these rates would be expensive in regard to repayments which could, potentially, restrict Council entertaining other projects in the future.	There is no change to this risk with any projects that have the potential to require loan funding to be considered within the wider context of the council's revenue budgetary constraints and other projects being considered by Members.	Ongoing	GF
Open	93		13/09/2023	Cust.Serv KAG	BH Football Club : Maple Drive Pavement Parking	Residents in the area of the football club have raised issues in regard to verge parking when Burgess Hill FC have home games. The football club have approached the town council seeking financial assistance (up to £7.5k) in funding the installation of bollards. Although there are funds within the Community Infrastructure Fund, this has not been approved as part of the town council's capital budget. Concerns have been raised this will not resolve the issue and push the problem futher down the road, in addition, should the council get involved it could set a precedent for similar intervention requests from other residents.	WSSC have stated they would not initially support the installation of bollards, BHTC is in discussion with the new area highways officer regarding this. At the same time the Town Council has supported a TRO via WSCC for yellow lines to restrict parking on Saturdays to help alleviate the congestion and allow freer movement of buses and other vehicles, (update Feb 25)	ongoing	JH/SH

ID CAT - FC: Financial/Compliance; HS:Health & Safety; RP Reputation,Publicity; LT: Litigation; SQ Service Quality/Delivery; EN :Environment