

Ightham Parish Council: **Risk Assessment – May 2018**

Context

Ightham is a village of some 1560 electors. Key roads running through it are A227 and A25 There is a Village Hall, Recreation Ground, Pavilion, Scout Hut, Primary School and Childrens’ Nursery, children’s play area, Tennis Courts and some Allotments

	Description	Duty	Potential Risk /	Action/ Mitigation
	Land			
1.	Allotments	To provide allotments for parish Receiving rental.	Public liability.	Public Liability Insurance £10,000,000 Leases in place
2.	Recreation Ground	To preserve and protect important land spaces	Public liability.	Insurance £10,000,000 Land maintained by local contractors. Contract reviewed annually A number of trees have recently been taken down. Regular leaf clearance undertaken. VTA and recommended works carried out in 2017 & 2018.
3.	Play Area	To preserve and protect important land spaces	Public Liability	Insurance £10,000,000 Regularly discussed at Council meetings. Annual Inspection by ROSPA and Parish Councillors responsible for play area. Parish Clerk checks monthly and actions and reports of broken equipment. New safety gates to both play areas installed 2015.
	Fixed Assets			
4.	Play equipment	To provide play equipment for public use	General wear and tear, 3rd Party damage, inspections. Insurance liability.	Maintained. Regular inspections by Parish Clerk. Annual inspections ROSPA. Insured. Most equipment new 2015.
5.	War Memorial	Power to maintain repair protect and adapt war memorial	Safety of visitors, 3rd Party damage	Regular inspections and maintenance, including cleaning. Insured.
6.	Village Seating	Provide seats for public	Safety of users, 3rd Party damage	Insured
7.	Bus shelters	To provide and maintain shelters	Safety of users, 3rd Party damage	Insured
8.	Village Sign	Maintain good condition of the sign	Safety, 3rd Party damage	Maintained by Parish Council. Insured. Signs repaired and/or replaced when necessary.
9.	Waste bins & dog bins	To provide and maintain.	Regular emptying for hygiene.	Emptied by Borough Council. Parish Clerk regularly reports excess litter.
	Highways & Paths			
10.	Rights of way	Maintain village rights of way. Confirm contested rights of way.	Protecting public rights	Bridleways maintained by KCC. Ightham Parish has been active in publicising proposed changes to village footpaths/discussions with residents.
11.	Traffic Calming	A25	Safety.	Regularly considered at Parish Council meetings. Representations

			Appropriateness of traffic calming measures within the general village context.	made to Highways, as necessary. Parish has been involved in setting up a petition for improved safety at A25 Oldbury junction and have supported a petition to reduce speed on Fen Pond Road. Have requested SIDS on Bates Hill and Borough Green Road. PC carried out a radar survey to monitor traffic in Fen Pond Road and Bates Hill in November 2017.
12.	Road surfaces & markings	Erosion	Safety	Regularly considered at Parish Council meetings and problems reported to KCC Highways.
13.	Car parking	Particularly at road junctions	Safety	Considered at Parish Council meetings. Article in Village News Letter/school newsletter to encourage considerate parking. In 2016 increased the number of spaces at the recreation ground to alleviate parking in Oldbury Lane. Have been working with the school to encourage parents to park in the car park rather than up Oldbury Lane for drop off which causes congestion. New Signage in car park installed 2017. Risk assessment to be carried out in icy weather and consider closing the car park if not considered to be safe.
14.	Drains	Ensure cleanliness so that standing water or large flows of water do not appear	Hygiene and safety	Regular inspection by Parish Council; problems reported to KCC. Articles in Parish Magazine to encourage residents to clear drains outside their properties.
15.	Footpaths	Condition of surface and edges	Safety, particularly on Road, as vegetation requires regular pruning to protect width of path.	Regular inspection by Parish Council; concerns reported to KCC
16.	Verges	Overhanging vegetation	Safety	Regular inspection by Kent Highways & reports by Parish Council to Kent Highways of any issues
	Environment			
17.	Litter and animal droppings	Keep Parish clean of litter and dog faeces	Safety to public and hygiene	Monitored regularly by TMBC; swept as necessary. Litter bins provided; occasional litter-picks; poop-scoop bin for dogs (emptied by TMBC)
18.	Establish trees and plants	Plant verges with trees shrubs and bulbs (with authority approval, as necessary)	Safety, sight-lines	Annual review of trees, shrubs and bulb planting. Regular Tree safety Inspection. Tree Inspection scheduled for 2017. Tree work done in May 2017 to remove dead branches in recreation ground car park.
	Planning			
19.	Major developments	Identifying potential sites for housing	Effectiveness in avoiding inappropriate developments	Review of applications at every Parish Council meeting; submissions prepared, as necessary, to promote village policy. Unauthorised developments challenged.
	Crime			
20.	Attention to crime prevention	Being aware of Parish Council obligations and powers	Safety of parishioners; "fear of crime"	Regular review by Council; attendance of police at Parish Council meetings. Neighbourhood Watch in place in several areas and encouraged. Crime reports circulated with Ightham crime.

	Finance & Purchasing			
21.	Annual Budget	Statements of estimated income and expenditure each year	Risk of failure for services to be provided over/under statement of precept	Assessed annually by all 2 councillors and parish clerk and signed off by all Councillors
22.	Raise money through precept	To run Parish Council	To ensure enough money to pay bills	Precept budgeting meeting to consider expenditure and income
23.	Purchases	Goods, services and work of behalf of Council	Failure to observe Standing Orders and Financial Regulations could lead to overpayment; improper acquisitions or breach of Code of Conduct	Generally obtain separate quotes for services. Review statement of Accounts each meeting. Insured
	Accounts & Audit			
24.	Book keeping	Record of Council's income and expenditure	Records incorrectly maintained could lead to loss of income overcharging or misappropriation of Parish Council funds	Review financial regulations annually. Statement of accounts available with agenda each meeting. Insured. Annual audit by PKF Litteljohn (and, separately, by Parish Councillors – see below).
25.	Financial records	Record of Council's financial transactions	Failure to ensure safe keeping and updating of records	Review financial regulations annually.
26.	Bank reconciliation	Record of Council's transactions - income and expenditure	Statements checked regularly. Internal audit. Insured	Statements checked regularly Internal audit - insured.
27.	Sign-off	Payment of Parish Council bills	Fraud, over payment, theft of funds	Cheques signed by two councillors plus invoices. Insured.
28.	Year end accounts	Statement of financial activity of the Parish Council for the year	Failure to provide accurate statement of the Parish Council's financial transactions for year	Internal and External audit. Insured.
29.	Income	Precept and other income received by Council	Lack of control could result in loss of income misappropriation of cash	As above; review. Fidelity insurance £250,000.
30.	Parish Clerk's salary	Payment of salary to Clerk	Failure to adhere to existing contract; adequacy of salary; Inland Revenue procedures	Clerk's salary in line with NALC pay structure. Clerk uses HMRC Basic Tools
31.	Asset control	Record of Council's Assets and investments	Failure to maintain or review would result in undervaluing e.g. insurance	Review asset register annually. (Electronic version to be made available 2018)
32.	Internal audit	Review systems and controls implemented by Council	Failure to secure independent internal audit	Review financial regulations.
33.	External audit	Completion of the Audit process	Failure to comply with statutory requirements for completion and publication of Audit	As above. Clerk to keep Parish Council informed.
	Insurance			
34.	Overall cover	Insurance cover provided for Council's financial and other activities	Inadequate cover could lead to financial loss and legal claims against council. Over-stated assets and risks.	Review insurance schedule annually. Due June 2018.
35.	Public liability	To meet Council's potential	Adequacy	Considered annually, currently £10,000,000

	cover	liabilities		
	General & Policy			
36.	Code of Conduct	The code issued by the Standards Board for England.	Proper adherence to requirements.	Registers of Interest are maintained and conduct required to be within the Code. Declarations completed and sent to TMBC following the elections in 2015. On website. Dispensations sought from the Monitoring Officer, as necessary.
37.	Parish records	Valuable documents e.g. deeds. Computer files / data	Loss or damage.	Valuable documents kept in safe at Village Hall. Clerk adheres to computer security measures, including media-duplication of critical files/data. Back ups and antivirus ware in place. Clerk to attend seminar on Encryption (April 20180). New Data Protection Regulations: Clerk attended KALC seminar and will put necessary measures in place including appointment of Data protection Officer..
38.	Web Site	Parish Council Web Site	Availability and accessibility. Quality of information.	Web Site hosting provided by Easily and website maintained by Gel Creative.
39.	Publication of information	Dissemination to the public.	Quality of information. Ongoing provision of information. Information Commissioner's Office regulations.	The Parish Council focuses upon the Village News Letter and its Web Site as its "official" outlets and does not encourage other media avenues. This assists quality and regular provision. ICO's regulations are reviewed from time-to-time and adhered to.
40.	Village Hall	Providing One Councillor for Village Hall Committee	Whether Councillors are nominated to assist continuation of Village Hall Committee	Activities of Village Hall reported at Parish Meetings..
41.	Trained Parish Clerk	Making arrangements for training to keep abreast of regulations	Ensuring proper actions/decisions by Parish Councillors; keeping abreast of legislation and regulations	Regular review by Council. Clerk is actively engaged in training.
42.	Interaction with KCC and TMBC	Ensuring appropriate coordination	Whether coordination is adequate and effective	Continual monitoring by Council.
43.	Financial Regulations	To keep up to date with latest NALC recommendations	Non- compliance	Due to be reviewed Spring 2018
44.	Standing Orders	To keep up to date with latest NALC recommendations	Non- compliance	Due to be reviewed Spring 2018
45.	Data Protection	To comply with new GDPR Regulations May 2018	Non- compliance	Data protection Officer Appointment (Satswana) & questionnaires/privacy notices/consents being obtained

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