

Ightham Parish Council: Risk Assessment – March 2024

Context

Ightham is a village made up of Ightham, Ivy Hatch, Oldbury and Ightham Common.. Key roads running through it are A227 and A25 There is a Village Hall, Recreation Ground, Scout Pavilion, Primary School and Annexe, childrens’ nursery, playground, Tennis Courts a paddock and 6 allotment gardens. There are around 800 houses and 1620 electors.

	Description	Duty	Potential Risk /	Action/ Mitigation
	Land			
1.	Allotments	To provide allotments for parish Receiving rental. To carry out visual tree inspections	Public liability.	Public Liability Insurance £10,000,000 Review and renewal of Allotment Agreements – Agreements updated in 2020. Rental Collected. Visual tree inspection completed in 2021 and work carried out in 2022. Land behind Robin Hill reverted to Parish Council in 2022 and new tenant of the Paddock and land behind Squirrels Herne took over in autumn 2022 . Noted garden waste dumped to rear of allotment gardens 5-9. Have written to residents and investigating cost to clear.
2.	Recreation Ground	To preserve and protect important land spaces	Public liability.	Insurance £10,000,000 Land maintained by local contractors. Contract reviewed annually Regular leaf clearance undertaken. VTA carried out in 2022, VTA work completed in 2022 . VTA due Spring 2024. New path to Tennis Club January 2024
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 July 2021 and recommended repairs due Spring 2022 Parish Clerk carries out regular checks Rospa report September 2023, Sovereign inspection and report Nov 2023 – Repairs to wetpour February 2024 and minor repairs due Spring 2024. Remove Covid Notices
4.	Car Parks Recreation Ground	To provide parking	Public Liability	Insured. To maintain surface and safety of users. New gateway installed to enable closure during bad weather and bollards to prevent traveller incursion. Assessment to be carried out in icy weather and consider closing the car park if not considered to be safe. New signage for users 2020. Regular clearing of litter and reporting to PCSO of any anti-social behaviour. Patching carried out to surface in January 2024 .
5.	Buildings	Various	Public Liability/ Fire	Buildings Separately Insured and maintained. Leases in place for Scout Pavilion, Skips. Oldbury Annex . Village Hall run by Trustees. VH Insurance renewed February 2024. Damp repairs in February 2024 to main hall.
	Fixed Assets			

6.	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 and Sovereign. Insured. Equipment installed 2015.
7.	War Memorial	Power to maintain repair protect and adapt war memorial	Safety of visitors, 3rd Party damage	Insured.
8.	Village Seating	Provide seats for public	Safety of users, 3rd Party damage	Insured
9.	Bus shelters	To provide and maintain shelters	Safety of users, 3rd Party damage	Insured
10.	Village Sign & Cairn	Maintain good condition of the sign	Safety, 3rd Party damage	Maintained by Parish Council. Insured. Sign and cairn damaged in August 2019 in RTA. Reported to Insurance Company and full repairs undertaken in 2020.
11.	Waste bins & dog bins	To provide and maintain.	Regular emptying for hygiene.	Emptied by Borough Council. Parish Clerk regularly reports excess litter.
12.	War Memorial Stone Fen Pond Road	Insure and maintain	Safety of users, 3 rd party damage	Insured. Ownership passed to Parish Council in July 2022 Add to Asset Register
	Highways & Paths			
13.	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.
14.	Traffic Calming	A25	Safety. Appropriateness of traffic calming measures within the general village context.	Regularly considered at Parish Council meetings. Representations made to Highways, as necessary. Carried out Traffic Review in 2019 with Traffic Consultant and wrote a Highways Improvement Plan which is being reviewed. Emma Tilbury overseeing HIP 2023 - ongoing. Speedwatch set up In January 2024 with community volunteers x 7. Automatic Speed Counts (ATC's) carried out in 2023 in various locations.
15.	Road surfaces & markings	Erosion	Safety	Regularly considered at Parish Council meetings and problems reported to KCC Highways.
16.	Car parking	Particularly at road junctions	Safety	Considered at Parish Council meetings. Article in Village News Letter/school newsletter to encourage considerate parking. Gateway installed to enable closure during bad weather and assessment to be carried out in icy weather and consider closing the car park if not considered to be safe.
17.	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. Cllr Holden co-ordinate darin mapping
18.	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

19.	Verges	Overhanging vegetation	Safety	Regular inspection by Kent Highways & reports by Parish Council to Kent Highways of any issues
	Environment			
20.	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)
21.	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. VTA carried out 2020 and works done. Various Tree work carried out on ad hoc basis when reported.
	Planning			
22.	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			
23.	Attention to crime prevention	Being aware of Parish Council obligations and powers	Safety of parishioners; “fear of crime”	Regular review by Council; Neighbourhood Watch in place in several areas and encouraged. Crime reports circulated when received.
	Finance & Purchasing			
24.	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 councillors and parish clerk and signed off by all Councillors
25.	Raise money through precept	To run Parish Council	To ensure enough money to pay bills	Precept budgeting meeting to consider expenditure and income
26.	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			
27.	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 quarter. Insured. Annual audit by PKF Litteljohn Appoint new Internal Auditor 2024
28.	Financial records	Record of Council's financial transactions	Failure to ensure safe keeping and updating of records	Review financial regulations annually.
29.	Bank reconciliation	Record of Council’s transactions - income and expenditure	Statements checked regularly. Internal audit. Insured	Statements checked monthly against recs by Cllr Holden
30.	Sign-off	Payment of Parish Council bills	Fraud, over payment, theft of funds	Cheques signed by two councillors plus invoices. Online payments set up by Clerk and authorised by 1 signatory

31.	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.
32.	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.
33.	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. Salary reviewed by PC in January 2023.
34.	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. Amended March 2022
35.	Internal audit	Review systems and controls implemented by Council	Failure to secure independent internal audit	Appointment of new IA due spring 2024
36.	External audit	Completion of the Audit process	Failure to comply with statutory requirements for completion and publication of Audit	New External Auditor appointed Mazars LLP
Insurance				
37.	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. Renewal due April 2024.
38.	Public liability cover	To meet Council's potential liabilities	Adequacy	Considered annually, currently £10,000,000
General & Policy				
39.	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 2019. On website. Dispensations sought from the Monitoring Officer, as necessary.
40.	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.
41.	Web Site	Parish Council Web Site	Availability and accessibility. Quality of information.	Web Site hosting provided by Easily and website maintained by Gel Creative. New Web Accessibility Regulations adhered to 2020.
42.	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.

43.	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..
44.	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.
45.	Interaction with KCC and TMBC	Ensuring appropriate coordination	Whether coordination is adequate and effective	Continual monitoring by Council.
46.	Financial Regulations	To keep up to date with latest NALC recommendations	Non- compliance	Review March 2024
47.	Standing Orders	To keep up to date with latest NALC recommendations	Non- compliance	Review March2023
48.	Data Protection	To comply with new GDPR Regulations May 2018	Non- compliance	Privacy notices in place.

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