

RISK ASSESSMENT 2018

Shipbourne Parish Council: Risk Assessment – May 2018

Context

Shipbourne is a village of some 450 inhabitants. The key road running through it is A227. There is a Village Hall, Open Common, Tennis Courts, 2 Pubs, a Church and a Primary School.

	Description	Risk (High, Medium Low)	Aim	Action
	Land			
	Dunks Green Common (Zone S), Wightwicks (Zone I) & Budds Green (Zone A)	Personal Injury (L) Damage to the common (L) Falling Trees/Branches (L-M)	Safety of users and availability for all Parishioners to use without exclusion to others. To preserve the conservation areas at Budds Green and “Shipbourne Village”	Carry out regular tree safety inspections. Visual Tree Inspection due to be carried out 6 February 2018 at Dunks Green. Ightham Mote have confirmed that they inspect trees at Budds Green. Ensure that service providers regularly maintain equipment on Dunks Green Common
	Highways & Paths			
	Public Rights of way PROW, verges and paths	Personal Injury (L) Falling trees/overgrown vegetation (L).	Protecting public rights of way	Report problems to PROW/KCC. Shipbourne Parish has been active in publicising proposed changes to village footpaths/discussions with residents and also has frequent dialogue with KCC- PROW
	Traffic Calming	Personal Injury (M-H) Road traffic accidents (M-H)	To ensure road safety by considering traffic calming measures within the general village context.	Highways is a standing agenda item at Parish Council meetings. Representations made to Highways, as necessary. Parish is looking into an additional speed calming on Tonbridge Road in the location of the school and has secured part funding £1,500 (March 2017) for this. A traffic survey was commissioned in November 2017.
	Road surfaces & markings	Personal Injury (L) Road traffic accidents (L)	Safety	Problems reported to KCC Highways.
	Car parking	Personal Injury (L) Road traffic accidents (L)	Safety	Considered at Parish Council meetings. Article in Village News Letter/school newsletter to encourage considerate parking. Parish designed signs available to put in areas where there are persistent offenders. Parish has been in contact with local PCSO to discuss measures to discourage inconsiderate parking.
	Drains	Flooding (L)	Hygiene and safety	Problems reported to KCC. Articles published in Parish Magazine to encourage residents to clear drains outside their properties.
	Litter & Dog Bins	Various locations throughout village	n/a	Risk of injury and damage/disease – to keep in good state of repair and maintain hygiene. Maintained and emptied by TMBC
	Planning			
	Major developments	Inappropriate over-development (L)	To maintain the aesthetics of the village and comply with planning regulations	Review of applications at every Parish Council meeting; submissions prepared, as necessary, to promote village policy. Unauthorised developments challenged.

RISK ASSESSMENT 2018

	Crime			
	Attention to crime prevention	Crime in general (L)	Being aware of Parish Council obligations and powers	Regular review by Council; occasional attendance of police at Parish Council meetings.
	Finance & Purchasing			
	Annual Budget /Precept	Inadequate funding to provide core services (L)	To maintain and provide services for parishioners	Assessed annually by all Councillors. Budget recently prepared and agreed with all councillors. Regular reporting of expenditure against budget, at least once a quarter.
	Purchases	Inappropriate expenditure (L)	To comply with Standing Orders and Financial Regulations	Generally obtain separate quotes for services. Review statement of Accounts each meeting. Annual Audit undertaken.
	Accounts & Audit			
	Book keeping Financial records	Incorrect records (L) Misappropriation of Parish Council funds	To keep accurate records and update monthly. Keep bank statements and financial transactions	Review financial regulations annually. Statement of accounts available with agenda each meeting. Annual audit by PKF Litteljohn 2017 (and, separately, by Parish Councillors – see below). Reporting of accounts recently updated and will be implemented from April 2017. Internal Audit will be carried out in 2018.
	Bank reconciliation	Inconsistent record of Council's transactions & banks statements	Statements checked regularly and reconciled monthly with bank statements.	Statements checked regularly Internal audit
	Sign-off	Fraud, over payment, theft of funds	Timely payment of Parish Council bills, to prevent fraud.	Cheques signed by two councillors
	Year end accounts	Investigation by External Auditors/non compliance	To provide accurate statement of the Parish Council's financial transactions for year	Consider recommendations by internal auditor in preparation of accounts. Statement of financial activity of the Parish Council for the year provided and signed off. Independent audit undertaken.
	Income	Lack of control could result in loss of income misappropriation of cash (L)	To pay in cheques in a timely manner	Fidelity insurance £250,000. Precept and other income received by TMBC paid direct into Parish Council bank account
	Parish Clerk's salary	Failure to adhere to existing contract; adequacy of salary; Inland Revenue procedures (L)	Clerk's salary in line with NALC pay structure.	PAYE in place. Report on NALC payment increases. Review of salary in line with contract
	Asset control	Undervaluing of assets (L)	To keep insurance and initial value record of Council's Assets and investments	Review asset register at least annually. Reviewed May 2018
	Insurance			
	Overall cover	Financial loss and legal claims against council. Under/Over-stated assets and risks (L)	To provide adequate cover	Review insurance schedule annually and obtain quotes.

RISK ASSESSMENT 2018

	Public liability cover	Claim(L)	To ensure adequate cover	Considered annually, <i>policy due for renewal June 2018 and will be reviewed.</i> Currently £10million
	General			
	Parish records	Loss or damage (L)	Ensure safety of valuable documents e.g. deeds. Computer files / data	Valuable documents kept in locked cupboard at Village Hall. Clerk adheres to computer security measures, including media-duplication of critical files/data. Back ups and antivirus software in place.
	Web Site /Publication of information	Quality of information (L)	To ensure availability and accessibility of information. To maintain a Parish Council Web Site .	Web Site maintained by Clerk. Regular updates. Details of meetings and minutes published. Old information pruned. 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.
	Village Hall	Risks associated with being leaseholder (L)	Maintain Village Hall as a local amenity	Activities of Village Hall reported at Parish Meetings.. Parish Council representative on the Village Hall Committee
	Trained Parish Clerk/Councillors	Non-compliance with regulations	To ensure proper actions/decisions by Parish Councillors; keeping abreast of legislation and regulations	Regular review by Council. Clerk is actively engaged in training. Training recommended to Councillors.
	Data Protection	Non-compliance	To ensure we comply with new regulations due May 2018	Parish Clerk attended training courses offered by KALC and has installed Encryption device on laptop. In process of appointing Data Protection Officer and following guidelines to become compliant. Have registered the Parish with the ICO

RISK ASSESSMENT 2018

	Fixed Assets Register			
	Asset Type	Location/Zone/Responsibility	Original Value & Insurance Value	Aim & Action
1	Shipbourne Village Hall	Upper Green Road, Zone J, Cllr Bate	Unknown Covered by SVH Trustees	To keep in good state of repair and oversee Trustees. Cllr Cohen is on the Village Hall Committee and involved in decision making. Parish Clerk attends SVH Trustee meetings. See 24.
2	Common Land	Dunks Green (Zone S), Cllr Sheldrick & Parish Clerk	Unknown £1	To report fly tipping
3	Dog Waste Bins	Upper Green Road (Zone J), Ightham Road (Church, Zone E), Roughway Lane, Back Lane (Zone H/I) Parish Clerk	£1000 (2013) £1000	Risk of injury and damage/disease – to keep in good state of repair and maintain hygiene. Maintained and emptied by TMBC
5	Benches (7)	Shipbourne Common (3) Tennis Court (2), East Common (1) Zone J) Back Lane (Zone H/I) Cllr Sheldrick	£1000 £3000	Personal Injury and damage (L) To keep in good state of repair. Insured. Carry out necessary repairs as and when required.
6	Notice Boards	Village Hall (Zone J), Dunks Green (Zone S) Parish Clerk	£1000 £3000	Damage (L) To keep in good state of repair. Insured. Carry out necessary repairs as and when required.
7	Village Sign	Common (Zone J) Cllr Bate	£2000 £3000	Personal Injury and damage (L). To keep in good state of repair Maintained by Parish Council. Insured. The Parish Council has recently carried out repairs to the sign and has had it secured (Dec 2016). Damage by lightening in 2017, Parish looking to get repaired/replaced depending on cost.
8	Telephone Box	Upper Green Road (Zone M) Cllr Pettengell	£1 £4500	Personal Injury and damage (L). To maintain and keep in good state of repair Adopted in 2009. Door repaired in 2017. Electricity supply cut off following notification from EDF of unmetered supply agreement April 2018.
9	Hand Crafted Bench	Dunks Green (Zone S) Cllr Sheldrick	£750 (2011) £1000	Personal Injury and damage (L) To keep in good state of repair. Insured. Carry out necessary repairs as and when required.
10	Bus shelter	Upper Green Road (Zone M) Cllr Pettengell	£2650 £10000	Personal Injury and damage (L).Insured. To keep in good state of repair Carry out necessary repairs as and when required.
11	Defibrillator (2) & Cabinet	Back wall of the Chaser Inn (Zone E). Parish Clerk	£1850 2013 + cabinet £750 loan defib £800 2016 (update when renew policy)	Theft (L) & Malfunction (L). To maintain the defibrillator and cabinet which is situated on the back wall of The Chaser Inn. Leased from CHT . Regular checks by Parish Clerk via Webnos and by Sevenoaks CHT. Registered with SECAMB. The Chaser Inn also has the access code. Training carried out in November 2017 with residents. Second defib due to be installed on the outside of Village Hall in 2018, add to insurance policy when installed. ..
12	Fountain	Churchyard (Zone E) Cllr Tyler	£300 2013 £600	To keep in good state of repair. Damage (L) Insured. Carry out necessary repairs as and when required.

RISK ASSESSMENT 2018

13	Laptop	Parish Clerk Office. Parish Clerk.	£509 (2013) £509	To keep virus checks up to date and backup data.
14	War Memorial	<i>Check ownership</i>	Not Insured	
	Total Original Value		£11,061	
	Total Insurance Value		£28,701	

Areas & Responsibility

ZONE E – Stumble Hill - Cllr Tyler

ZONE H & I – Back Lane – Cllr Razaq

ZONE J – Upper Green Road – Cllr Bate

ZONE M – Upper Green Road South – Cllr Pettengell

ZONE S – Dunks Green – Cllr Sheldrick

MAY 2018