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## **BOUGHTON UNDER BLEAN PARISH COUNCIL**

### **Risk Assessment**

**Adopted - 11<sup>th</sup> March 2015**

Last reviewed: September 2021

Next review: June 2022

## Boughton under Blean Parish Council: Risk Assessment

	Description	Details	Risk & Assessment	Action
	<b>Land</b>			
1.	Allotments	To provide allotments for parish	Safety of site for allotment holders.	Public Amenities Committee makes an annual inspection. Regularly monitored.
2.	Bull Lane Recreation Ground	To preserve and protect important land spaces	Compliance with insurers regulations.	Regularly monitored.
3.	Poplar View Recreation Ground	To preserve and protect important land spaces	Compliance with insurers regulations.	Regularly monitored
4.	Civic Cemetery	To preserve and protect important land spaces	Safety and ambience.	Regular garden maintenance
5.	Public Toilets	To provide toilet amenities for parish	Health and safety of users.	Regularly cleaned and monitored for maintenance issues.
	<b>Fixed Assets</b>			
6.	Play equipment	To provide play equipment for public use at Bull Lane Recreation Ground	General wear and tear, routine inspections.	Regular quarterly inspections by Play Inspection Company. Maintained and insured.
7.	War Memorial	Power to maintain, repair, protect and adapt war memorial	Safety of visitors	Regular inspections and maintenance, including cleaning. Insured.
8.	Village Sign	Condition of the sign	Safety	Maintained by Parish Council. Insured
9.	Street Lighting	Lights other than on The Street	To light roads	Regularly maintained by Streetlights. Insured
10.	Dog bins	To provide and maintain.	Regular emptying for hygiene.	Emptied by Swale Borough Council.
	<b>Highways &amp; Paths</b>			
11.	Rights of way	Confirm contested or amended rights of way.	Protecting public rights	Regularly considered at Parish Council meetings and problems reported to KCC. Parish Council try to assist KCC in maintaining some footpaths.
12.	Road surfaces & markings	Erosion	Safety	Regularly considered at Parish Council meetings and problems reported to KCC.
13.	Highway verges	Maintenance of highway verges	Risk of poor maintenance affecting highway visibility	Verges are regularly maintained by local authorities (Swale Borough Council, Kent County Council) . Verges on The Street maintained by the Parish Council on behalf of KCC.
14.	Car parking	Particularly at road junctions	Safety	Considered at Parish Council meetings and problems reported to KCC/PCSO

15.	Drains	Ensure cleanliness so that standing water or large flows of water do not appear	Hygiene and safety	Regular inspection by Parish Council and problems reported to KCC
16.	Footways	Condition of surface and edges	Safety, particularly on road, as vegetation requires regular pruning to protect width of path.	Regular inspection by Parish Council and concerns reported to KCC
	<b>Environment</b>			
17.	Litter and animal droppings	Keep Parish clean of litter and dog faeces	Safety to public and hygiene	Monitored regularly. Litter and dog bins provided and emptied by SBC. Routine litter clearance.
18.	Established trees and plants	Verges and recreation grounds with trees & shrubs	Safety, sight-lines	Annual review of trees and routine maintenance.
	<b>Planning</b>			
19.	All applications	Public discussion of current planning applications	Effectiveness in avoiding inappropriate developments	Review of current applications at every Parish Council Planning Committee meeting. Unauthorised developments challenged.
	<b>Crime</b>			
20.	Attention to crime prevention	Being aware of Parish Council obligations and powers	Safety of parishioners; "fear of crime"	Regular review by Council; encourage attendance of PCSO team at Parish Council meetings.
	<b>Finance &amp; Purchasing</b>			
21.	Annual Budget	Statements of estimated income and expenditure each year	Risk of failure for services to be provided over/under statement of precept	Provided by the Clerk/Finance Committee and assessed annually by all Councillors
22.	Raise money through precept	To run Parish Council	To ensure enough money to pay bills	Clerk/Finance Committee hold precept/budget meeting to consider expenditure and income
23.	Purchases	Goods, services and work on 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 the monthly statement of accounts at each meeting.
	<b>Accounts &amp; Audit</b>			
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 internal auditor.
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 regularly checked. Internal audit. Insured	Statements regularly checked Internal audit - insured.
27.	Sign-off	Payment of Parish Council bills	Fraud, overpayment, theft of funds	Cheques, cheque stubs and invoices signed by two councillors. 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	Internal and External audit. Insured.
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. PAYE scheme maintained.
31.	Asset control	Record of Council's Assets and investments	Failure to maintain or review would result in undervaluing e.g. insurance	Review asset registers annually.
32.	Internal audit	Review systems and controls implemented by Council	Failure to secure independent internal audit	Parish Councillors to ensure that systems, policies and controls are reviewed annually.
33.	External audit	Completion of the Audit process	Failure to comply with statutory requirements for completion and publication of Audit	Clerk to keep Parish Council informed.
	<b>Insurance</b>			
34.	Overall cover	Insurance cover provided for Council's financial and other activities	Inadequate cover could lead to financial loss and legal claims against the council. Overstated assets and risks.	Review insurance schedule annually.
35.	Public liability cover	To meet Council's potential liabilities	Adequacy	Reviewed annually when renewing insurance policy.
	<b>General</b>			
36.	Code of Conduct	The code issued by Swale Borough Council.	Proper adherence to requirements.	Registers of Interest are maintained and conduct required to be within the Code. Dispensations sought from the Monitoring Officer, as necessary.
37.	Parish records	All documents relating to Parish Council property and activity	Loss or damage.	Valuable physical documents stored at Village Hall. Computer files stored on a remote drive and maintained by the Clerk Chairman to have access to computer files at all times.
38.	Web Site	Parish Council Website	Availability and accessibility.	Web Site maintained by Parish Clerk.
39.	Publication of information	Dissemination to the public.	Quality of information. Ongoing provision of information.	The Parish Council focuses upon the village noticeboard, community magazine and Parish Council website as its

				“official” outlets and does not encourage other media avenues. This assists quality and regular provision.
39.	GDPR	To comply with GDPR regulations.	Breach of regulations leading penalties being imposed	Council licensed to hold personal data. All personal data held by Clerk in accordance with GDPR regulations and used in accordance with licence held. Annual renewal of ICO annual fee
40.	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 keeping up to date with current practices..
41.	Stakeholder Engagement	Ensure good relationships with influencers and supporters outside the parish	Lack of positive engagement leading loss of influence over events affecting the parish	Local Borough and County Councillors invited to Parish Council meetings. Attendance at KALC events. Contacts maintained with adjoining parish councils. Attendance at external networking events when relevant
42.	Covid-19	Provide a covid-safe environment for holding meetings	Not providing a suitably covid-safe environment for councillors, employees and attending public	Request masks to be worn. Request attendees to observe social distancing. Keep doors/windows open to allow ventilation. Provide hand sanitiser.

September 2021