

**STAPLEHURST PARISH COUNCIL**  
**FINANCE, ASSETS & ACTIVITIES RISK ASSESSMENT 2018/2019**

**FINANCE**

<b>Description</b>	<b>Outline risk</b>	<b>Controls</b>	<b>Risk Status</b>	<b>Next Review</b>
Internal Financial Control System (as per Financial Regulations adopted 20 <sup>th</sup> November 2017)	Failure to implement.	Monthly reports to Full Council created direct from SAGE accounts. Reconciliation of bank statements undertaken at least quarterly by non-account signatory. Quarterly Internal Audit undertaken by Internal Auditor. Annual Review of this document and Financial Regulations by Finance & Strategy Group and recommendations put forward to Council for decision/action. Council Insurance Policy cover for Fidelity Guarantee at £250K at 31/03/19.	Low	May 2019
<p><b>NOTES of events/action taken during 2018/2019</b>            Monthly Summation, Balance Sheet with List of Receipts &amp; Payments circulated to Councillors.            Consolidated implementation of on-line banking procedures.            Formal review meeting with Internal Auditor 08/05/18 (Clerk &amp; RFO). Discussed and agreed that current financial arrangements were satisfactory.            Annual Investment Strategy published 21/05/18. New bank account opened with a separate entity to spread risk.            Finance Group Meetings held on: 26/04/18, 19/07/18, 25/10/18, 06/12/18, 10/01/19.</p>				

<b>Description</b>	<b>Outline risk</b>	<b>Controls</b>	<b>Risk Status</b>	<b>Next Review</b>
Parish Council Insurance	Under-insurance.	Office Staff advise insurers when new purchases are made or changes to the schedule are required. RFO updates annually the Asset Register and checks this alongside the insurance schedule. Parish Council must approve the proposed insurance cover.	Low	September 2019
<p><b>NOTES of events/action taken during 2018/2019</b>            Asset Register fully reviewed and updated to support the taking out of a new insurance policy with Zurich Insurance on 30/09/18.</p>				

**STAPLEHURST PARISH COUNCIL**  
**FINANCE, ASSETS & ACTIVITIES RISK ASSESSMENT 2018/2019**

**ASSETS**

<b>Description</b>	<b>Outline risk</b>	<b>Controls</b>	<b>Risk Status</b>	<b>Next Review</b>
Jubilee Field, football pitches, changing rooms, sewage pumping station, electricity box and container.	Damage to playing surface, car park, pumping station, electricity supply and arson of buildings.	Gates kept locked unless field in use. CCTV Camera on site. Record of keyholders kept at Parish Office. Community Warden & PCSO are made aware of any problems of anti-social behaviour. Football clubs are responsible for maintaining pitches to a safe and playable standard and facilitating pre-match checks. Jubilee Field Management Committee has Councillor representatives; meeting reports provided to Staplehurst Parish Council. Trees covered in professional survey (last dated Nov17-Jan18).	Medium	November 2019
<p><b>NOTES of events/action taken during 2018/2019</b></p> <p>Service of sewage pumps undertaken by Maclin Pumps Limited (usually February and November).            JFMC Meetings held in May, July, September, December 2018, March 2019.            Attempted break-ins October and November 2018. Reported to police. Nothing taken. Attempted disabling of CCTV and attempted forcing of container door. Lamp column (hosting CCTV cameras) and container have been given additional protection.            Pavilion shutter door repaired.            Football Club submitted planning application for football facility improvements (approved end March 2019). SPC as freeholder has given conditional support to proposal.</p>				

<b>Description</b>	<b>Outline risk</b>	<b>Controls</b>	<b>Risk Status</b>	<b>Next Review</b>
Jubilee Playing Field Skatepark area	Litter, glass or debris on playing and riding surfaces. Vandalism or impact damage to equipment. Accident or injury.	Regular visits (two/three times a week) by caretaker who inspects equipment and picks up broken glass and litter. RoSPA Annual safety inspection of equipment. Riding Surfaces to be repainted at least annually to maintain "grip". Skateboard equipment and natural sports ground and other surfaces are insured. Community Warden &	Medium	November 2019

**STAPLEHURST PARISH COUNCIL**  
**FINANCE, ASSETS & ACTIVITIES RISK ASSESSMENT 2018/2019**

		PCSO are made aware of any problems of anti-social behaviour. Skatepark signage in place with contact numbers for assistance.		
<p><b>NOTES of events/action taken during 2018/2019</b>  Caretaker's inspection report sheets handed to Parish Clerk for attention as necessary.  Playsafety Ltd. carried out its Annual Inspection in July. Report and recommendations being taken forward by Parish Office with caretaker and Chair of JFMC.  <i>Skateboard signage needs updating.</i>  Repaint of Skatepark surfaces to be undertaken (per Full Council decision 13/08/18 Min1713). <i>Quote accepted, but work still to be done.</i></p>				

Description	Outline risk	Controls	Risk Status	Next Review
Bell Lane pond area	Dumping of rubbish; blocked water flow; nuisance to neighbours.	Occasional visits by Parish Clerk, Caretaker and/or Councillors.	Low	November 2019
<p><b>NOTES of events/action taken during 2018/2019</b>  Occasional clearance work to maintain pond and ensure inlet and outlet remain clear.</p>				

Description	Outline risk	Controls	Risk Status	Next Review
Wimpey Field	Dumping of rubbish; general littering incl. dog mess; overgrown vegetation obstructing paths; nuisance to neighbours.	Visits by Parish Clerk, Caretaker, volunteers and/or Councillors. Developing collaboration with Medway Valley Countryside Partnership which provides expert advice. Trees covered in professional survey (last dated Nov17-Jan18).	Medium	November 2019
<p><b>NOTES of events/action taken during 2018/2019</b>  Regular grass cutting and clearance undertaken by Parish Council's contractor, supplemented by volunteer work.  BioBlitz event for young children held in collaboration with Medway Valley Countryside Partnership.</p>				

**STAPLEHURST PARISH COUNCIL**  
**FINANCE, ASSETS & ACTIVITIES RISK ASSESSMENT 2018/2019**

Planning application for new pond submitted by Medway Valley Countryside Partnership (with consent of Parish Council) – agreed by MBC March 2019. Post-period note: pond installed first week of April 2019.

Description	Outline risk	Controls	Risk Status	Next Review
Marden Road (service road verge)	Dumping of rubbish; overgrown grass; damage to trees.	Occasional visits by Parish Clerk, Caretaker and/or Councillors. Grass is cut regularly by Kent Highways. Trees covered in professional survey (last dated Nov17-Jan18).	Low	November 2019
<b>NOTES of events/action taken during 2018/2019</b> No specific events.				

Description	Outline risk	Controls	Risk Status	Next Review
Land between High Street and Chestnut Avenue	Dumping of rubbish; overgrown grass; damage to/by trees.	Occasional visits by Parish Clerk, Caretaker and/or Councillors. Parish Council employs contractor to cut grass and hedge. Trees covered in professional survey (last dated Nov17-Jan18).	Low	November 2019
<b>NOTES of events/action taken during 2018/2019</b> Two horse chestnut trees felled on recommendation of tree surveyor. Both trees replanted autumn 2018.				

Description	Outline risk	Controls	Risk Status	Next Review
Footpath KM312	Dumping of rubbish; overgrown vegetation; damage to/by trees;	Occasional visits by Parish Clerk, Caretaker and/or Councillors. Checks take place to ensure the Parish Council as landowner meets the obligations arising from the public footpath status.	Low	November 2019

**STAPLEHURST PARISH COUNCIL**  
**FINANCE, ASSETS & ACTIVITIES RISK ASSESSMENT 2018/2019**

	path becomes unusable due to bad weather.			
<b>NOTES of events/action taken during 2018/2019</b>				
SPC is to acquire the land comprising the path between the end of Bell Lane and Butcher Close. As at 31/03/19 formal completion was pending. Some resurfacing and drainage work undertaken in accordance with Parish Council's power to maintain footpaths.				

Description	Outline risk	Controls	Risk Status	Next Review
Surrenden Playing Field Pavilion & CCTV equipment.	Break-in, vandalism or frost damage to Pavilion & CCTV equipment.	Weekly checks by Caretaker. Water drained down over winter. Door double-locked. CCTV equipment in locked cabinet and checked weekly by Caretaker & occasionally by Clerk, Parish Councillors or Police.	Low	November 2019
<b>NOTES of events/action taken during 2018/2019</b>				
CCTV equipment serviced October 2018; one failed camera replaced October 2018. Break-in occurred in December 2018. Lock was damaged and Community Events Group generator was stolen. Incident reported to police and notified to insurance company. Door lock was repaired and reinforced. No claim made as Parish Council loss was under the excess level.				

Description	Outline risk	Controls	Risk Status	Next Review
Surrenden Playing Field play equipment	Vandalism to play equipment and broken glass/litter.	Regular visits (two/three times a week) by caretaker who inspects equipment and picks up broken glass and litter. RoSPA Annual safety inspection of equipment. MBC undertakes monthly inspection of play equipment and sends report sheet to Parish Office.	Medium	November 2019
<b>NOTES of events/action taken during 2018/2019</b>				
Regular Inspection Reports by Caretaker handed to Parish Clerk for attention as necessary. Monthly Inspection reports received by Parish Clerk and any recommended action followed up. Playsafety Ltd. carried out its Annual Inspection in July; Caretaker and Parish Clerk implemented follow-up recommendations, including replacement of junior swing chains. New seats were fitted at the same time.				

**STAPLEHURST PARISH COUNCIL**  
**FINANCE, ASSETS & ACTIVITIES RISK ASSESSMENT 2018/2019**

Description	Outline risk	Controls	Risk Status	Next Review
Surrenden Playing Field surfaces, trees and boundaries	Damage to grass surface and hedges	Access gates remain locked unless access required. Record of keyholders kept at Parish Office. Natural Sports Ground surfaces and other surfaces are maintained and insured.	Low	November 2019
<b>NOTES of events/action taken during 2018/2019</b> Regular gang-mowing of field and annual hedge trimming undertaken (quotes for 2019 grass-cutting approved by Council January 2019). Trees covered in professional survey (last dated Nov17-Jan18). Dead hawthorn tree removed autumn 2018 following identification by tree surveyor.				

Description	Outline risk	Controls	Risk Status	Next Review
Youth Club land	Dumping of rubbish; overgrown grass; damage to/by trees.	Occasional visits by Parish Clerk. Councillor representation on Youth Club committee. Liaison with Youth Club trustees. Parish Council employs contractor to cut grass and hedge. Trees covered in professional survey (last dated Mar-Apr 2018).	Low	November 2019
<b>NOTES of events/action taken during 2018/2019</b> Dead tree felled on recommendation of tree surveyor. As at 31/03/19 arrangements are in hand to replace the broken gate to A229.				

Description	Outline risk	Controls	Risk Status	Next Review
Office contents & equipment	Fire or burglary.	Insured at full replacement cost with excess of £250 per individual claim. Office doors locked out of hours, outside door locked at night. Computers, printers and photocopier switched off at night. Fire Safe contains computer backup discs and important documents. Lockable windows for both offices (fitted 2015).	Medium	November 2019

**STAPLEHURST PARISH COUNCIL**  
**FINANCE, ASSETS & ACTIVITIES RISK ASSESSMENT 2018/2019**

**NOTES of events/action taken during 2018/2019**

Batteries in Fire Safe replaced January 2019.

Description	Outline risk	Controls	Risk Status	Next Review
Street furniture; Bus Shelters, litter bins, salt bins, benches, gates & noticeboards.	Vandalism damage, road traffic accident.	Insured at full replacement cost with insurance excess of £250 per individual claim. Weekly visual checks by Parish Clerk, Village Caretaker & Councillors.	Medium	November 2019

**NOTES of events/action taken during 2018/2019**

The two Parade noticeboards were replaced in Q1 2019. Salt bins regularly topped up.

Description	Outline risk	Controls	Risk Status	Next Review
Defibrillator located outside Staplehurst library.	Vandalism damage, malfunction.	Insured at full replacement cost - no insurance excess applies. Regular checks by designated councillor and resident volunteer.	Medium	November 2019

**NOTES of events/action taken during 2018/2019**

Replacement pads fitted.

Description	Outline risk	Controls	Risk Status	Next Review
			Low	

**STAPLEHURST PARISH COUNCIL**  
**FINANCE, ASSETS & ACTIVITIES RISK ASSESSMENT 2018/2019**

Lease of Offices within Staplehurst Village Centre	Building repairs or loss of use of office	Landlord insures building. Parish Council responsible for internal decorations only. Lease contains provision for insurance funds to be held jointly in case of total loss. No other contingency plan, except the Council is insured for Business Interruption to the value of £10,000 to cover additional expenses and £10,000 to cover loss of revenue.		November 2019
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**NOTES of events/action taken during 2018/2019**  
*Lease has expired – although terms considered to "run on".*  
*Landlord's buildings insurance policy not seen.*  
*Internal decorations not undertaken for at least 10 years.*

Description	Outline risk	Controls	Risk Status	Next Review
Lease of Public Toilets, Bell Lane	Public Liability, vandalism to sanitary ware, building repairs, water damage	Parish Council is responsible for insurance and internal and external decoration. Daily inspections by Paxman Services (UK) Ltd, the contractor employed to open/close & clean the premises. Note: Parish Council is a tenant of MBC.	Medium	November 2019

**NOTES of events/action taken during 2018/2019**  
*Lease expires 25<sup>th</sup> November 2028 – being registered with the Land Registry March 2019.*  
*Internal decorations last undertaken in 2012. Quotes being sought.*

Description	Outline risk	Controls	Risk Status	Next Review
Lease of Youth Club Land	Public Liability	Councillor representation on Youth Club Committee. Parish Council and Youth Club maintain their own insurance cover in respect of land and building respectively, although no formal agreement exists between Youth Club and Parish Council. Note: Parish Council is tenant of KCC.	Low	November 2019



**STAPLEHURST PARISH COUNCIL**  
**FINANCE, ASSETS & ACTIVITIES RISK ASSESSMENT 2018/2019**

**NOTES of events/action taken during 2018/2019**

*Draft maintenance agreement proposed to Youth Club trustees Nov 2018; discussions taking place to reach agreement on final version.*

Description	Outline risk	Controls	Risk Status	Next Review
Lease of Surrenden Playing Field	Public Liability	Under lease expiring 31/03/19 MBC charged for rent and insurance annually. Natural Sports Ground surfaces and other surfaces insured by Parish Council.	Low	November 2019

**NOTES of events/action taken during 2018/2019**

*Parish Council and MBC agreed a new lease should be put in place for 125 years. As at 31/03/19 the terms of the lease were being finalised by solicitors.*

Description	Outline risk	Controls	Risk Status	Next Review
Parish Street Lights	Vandalism and maintenance	Visual inspection by caretaker. Otherwise, reactive works following reports by the public of outages or problems.	Medium	November 2019

**NOTES of events/action taken during 2018/2019**

*Inspection commissioned via KCC. Report received December 2018. As the report was incomplete, further information has been sought.*

Description	Outline risk	Controls	Risk Status	Next Review
Christmas Motifs	Public Liability and vandalism.	Contractor employed to erect, test and dismantle motifs on KCC lamp columns. Licence granted by KCC subject to satisfactory load-testing.	Low	November 2019

**NOTES of events/action taken during 2018/2019**

**STAPLEHURST PARISH COUNCIL**  
**FINANCE, ASSETS & ACTIVITIES RISK ASSESSMENT 2018/2019**

KCC upgraded some columns in autumn 2018. Fittings were removed during these works, which restricted the availability of the columns for the motifs. *Rectification is being pursued with KCC – timers have been refitted.*

**PARISH ACTIVITIES**

<b>Description</b>	<b>Outline risk</b>	<b>Controls</b>	<b>Risk Status</b>	<b>Next Review</b>
Speedwatch	Public Liability	Kent Police are responsible for the training of volunteers, approval of sites and equipment to be used. Volunteers are covered under the police public liability cover.	Medium	November 2019

**NOTES of events/action taken during 2018/2019**

The Team Leader co-ordinates the regular, roadside, daylight-only sessions throughout the year. Volunteers operate in groups of 2, 3 or 4.

<b>Description</b>	<b>Outline risk</b>	<b>Controls</b>	<b>Risk Status</b>	<b>Next Review</b>
Play Scheme	Public Liability to staff and attendees.	Professional contractor employed to run Play Scheme on behalf of the Parish Council. Contractor maintains own insurance cover and provides evidence. Meetings with Councillors and contractor are held to ensure good working practices within Play Scheme. Written reports and information provided by contractor are inspected by Councillors. Inspection visits undertaken by Councillors while Play Scheme is in session. Scheme is inspected by OFSTED. Risk assessment undertaken by contractor.	Low	November 2019

**NOTES of events/action taken during 2018/2019**

Successful Play Scheme ran for three weeks during August. OFSTED rating was 'Good'.

**STAPLEHURST PARISH COUNCIL**  
**FINANCE, ASSETS & ACTIVITIES RISK ASSESSMENT 2018/2019**

Description	Outline risk	Controls	Risk Status	Next Review
Distribution of Village Updates and annual report.	Public Liability to volunteers	Risk to volunteers is insured under existing Parish Council insurance policy. Risk to volunteers is reduced by posting to outlying areas where no footpath exists. Activity risk assessment held. Guidance sheets and Hi-Viz vests issued to volunteers.	Low	November 2019
<b>NOTES of events/action taken during 2018/2019</b> New risk assessment and guidance notes completed and issued February 2019.				

Description	Outline risk	Controls	Risk Status	Next Review
Village Clean-Up	Public Liability responsibility to volunteers.	Village Clean-Up scheme is promoted by MBC who provide equipment, advice, guidance and insurance cover. The Parish Office and Parish Councillors manage the local risk assessment and the operational delivery of the clean-up. Guidance notes are issued to all volunteers. A small group of individuals undertake litter-picking throughout the year: they are loaned equipment and given guidance on safety issues.	Low	November 2019
<b>NOTES of events/action taken during 2018/2019</b> Two clean-up days held (September 2018 and March 2019).				

Description	Outline risk	Controls	Risk Status	Next Review
Remembrance Day Parade	Vehicle hazards – risk to safety of volunteers and public. Public Liability responsibility.	Parish Office applies for road closures to cover the parade period and coordinates a risk assessment with lead councillor who acts as principal steward. Road closure application is vetted by responsible authorities. Volunteer stewards are briefed before the event.	Medium	November 2019
<b>NOTES of events/action taken during 2018/2019</b> Parade held on 11 <sup>th</sup> November. WW1 centenary beacon-lighting event was held on Surrenden Field (risk-assessed in collaboration with MBC).				

**STAPLEHURST PARISH COUNCIL**  
**FINANCE, ASSETS & ACTIVITIES RISK ASSESSMENT 2018/2019**

Description	Outline risk	Controls	Risk Status	Next Review
Use of Community Payback resource	Public Liability.	Beneficiary Agreement dated 26/03/18 between KSSCRC and the Parish Council. Both parties hold insurance cover. Agreed Parish Council Community Payback Policy & Procedures (to be reviewed annually). Records of completed and planned activities maintained by the Parish Office.	Low	November 2019

**NOTES of events/action taken during 2018/2019**

Parish Council Community Payback Policy & Procedures approved by the Parish Council 24/09/18.

Description	Outline risk	Controls	Risk Status	Next Review
Parish Council website and Facebook page	Libel, breach of confidentiality.	Parish Council insurance policy gives £250,000 libel and slander cover. Website and Facebook page monitored by the Parish Office and Communications Group of the Parish Council. Facebook page is used only for reposting information – no dialogue facility exists. Access to administration pages is password-controlled.	Low	November 2019

**NOTES of events/action taken during 2018/2019**

Old website [www.staplehurstvillage.org.uk](http://www.staplehurstvillage.org.uk) decommissioned. [www.staplehurst-pc.uk](http://www.staplehurst-pc.uk) became the official Parish Council website from April 2018.

Description	Outline risk	Controls	Risk Status	Next Review
Parish Council as an employer of staff	Contractual, legal and training responsibilities.	General staff issues are managed by the Parish Council's Employment Group which makes recommendations to the Parish Council. Annual staff appraisals are undertaken: by the Chairman for the Clerk, by the Clerk for other staff. Salaries and contracts of employment are reviewed annually.	Low/ Medium	November 2019

**STAPLEHURST PARISH COUNCIL**  
**FINANCE, ASSETS & ACTIVITIES RISK ASSESSMENT 2018/2019**

<b>NOTES of events/action taken during 2018/2019</b> Salary review undertaken and new levels agreed; will enter into force 01/04/19.				

Description	Outline risk	Controls	Risk Status	Next Review
Parish Council as Data Controller	Data breach; mismanagement of personal data; failure to observe requirements of the General Data Protection Regulation.	Parish Council has appointed a third-party Data Protection Officer (DPO) to act for and advise the Parish Council on GDPR issues. GDPR policies agreed by the Parish Council and published on website. Policies will be subject to annual review.	Low/ Medium	November 2019
<b>NOTES of events/action taken during 2018/2019</b> Initial Data Audit visit undertaken by DPO 12/07/18 and report issued. Recommendations taken forward by Parish Office, including agreement and publication of new policies by the Parish Council.				

DATE OF MOST RECENT UPDATE: 31<sup>st</sup> March 2019

Reviewed by Staplehurst Parish Council 23/04/19 (Min1758-9)