

STAPLEHURST PARISH COUNCIL
FINANCE, ASSETS & ACTIVITIES RISK ASSESSMENT 2019/2020

FINANCE

Description	Outline risk	Controls	Risk Status	Next Review
Internal Financial Control System (as per Financial Regulations adopted 4 th November 2019)	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 Employee Dishonesty - £250K at 31/03/20 – and for money held (various limits).	Low	May 2020
<p>NOTES of events/action taken during 2019/2020 Monthly Summation, Balance Sheet with List of Receipts & Payments circulated to Councillors. Financial Regulations reviewed, updated and adopted following publication by NALC of new model regulations – 04/11/19. Formal review meeting with Internal Auditor 05/06/19 (Finance Officer, Chairman & Vice-Chairman). Discussed and agreed that current financial arrangements were satisfactory; IA commented positively on roll-out of internet banking; follow-up action taken to add a new bank account signatory and amend financial regulations to allow non-councillor reconciliation of bank accounts. Annual Investment Strategy reviewed and approved 23/04/19. New bank account opened with a separate entity to spread risk - July 2019. Finance Group Meetings held on: 29/04/19, 09/07/19, 09/10/19, 04/12/19, 08/01/20.</p>				

Description	Outline risk	Controls	Risk Status	Next Review
Parish Council Insurance	Under-insurance.	Office staff advise insurers when new purchases are made or changes to the schedule are required. Finance Officer updates annually the Asset Register and checks this alongside the insurance schedule. Parish Council must approve the proposed insurance cover.	Low	September 2020
<p>NOTES of events/action taken during 2019/2020 Asset Register fully reviewed and updated to support the taking out of a new insurance policy with Axa via Came & Co. 30/09/19.</p>				

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ASSETS

Description	Outline risk	Controls	Risk Status	Next Review
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. Legionnaires risk in pavilion water system.	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 to minimise risk of injury. <i>JFMC terms of hire must show clearly the hirer's obligations, including any required insurance cover.</i> Jubilee Field Management Committee has Councillor representatives; meeting reports provided to Staplehurst Parish Council. Trees covered in professional survey (last inspection: November 2019). <i>SPC insures pavilion. JFMC maintains the pavilion.</i>	Medium	Currently under way (April 2020)

NOTES of events/action taken during 2019/2020

Service of sewage pumps undertaken by Maclin Pumps Limited (usually February and November).
Pavilion's emergency lighting upgraded
JFMC Meetings held in July 2019 and February 2020.
Container break-in July 2019; lamp column damaged October 2019. Both incidents reported to police and CCTV recordings investigated.
JFMC representative attended training on management of the risk of Legionnaires Disease.
Football Club commenced works on ground improvements following planning consent given in March 2019 and the award of third-party grant funding. *Outstanding item: agreement on and completion by all field stakeholders of a management and maintenance agreement covering the field's facilities.*

Description	Outline risk	Controls	Risk Status	Next Review
Jubilee Playing Field Skatepark area	Litter, glass or debris on playing and riding surfaces. Vandalism or impact damage to equipment.	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	July 2020 (next annual inspection)

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	Accident or injury.	PCSO are made aware of any problems of anti-social behaviour. Skatepark signage in place with contact numbers for assistance.		
<p>NOTES of events/action taken during 2018/2019 Caretaker's inspection report sheets handed to Parish Clerk for attention as necessary. Playsafety Ltd. carried out its Annual Inspection in July 2019. Report and recommendations being taken forward by Parish Office with caretaker and Chair of JFMC. <i>Skateboard signage needs updating. Some cracks in tarmac surface need attention.</i> Repaint of Skatepark surfaces undertaken June 2019.</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 2020
<p>NOTES of events/action taken during 2019/2020 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; fire (dead hedges); nuisance to neighbours.	Visits by Parish Clerk, Caretaker, volunteers and/or Councillors. Collaboration with Medway Valley Countryside Partnership which provides expert advice. Trees covered in professional survey (last dated Nov 2019). <i>Although pond offers immediate source of water in case of fire, first line of response is always to call emergency services.</i>	Medium	November 2020
<p>NOTES of events/action taken during 2019/2020 Regular grass cutting and clearance undertaken by Parish Council's contractor, supplemented by volunteer work.</p>				

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BioBlitz events for young children held in collaboration with Medway Valley Countryside Partnership (May & August 2019).
 With consent of SPC and planning approval from MBC, Medway Valley Countryside Partnership and Natural England installed a pond in 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 Nov 2019).	Low	November 2020
NOTES of events/action taken during 2019/2020 Greener Staplehurst Group developed plans for selective planting. Consultation undertaken with Kent Highways.				

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 Nov 2019).	Low	November 2020
NOTES of events/action taken during 2019/2020 Greener Staplehurst Group carried out selective planting at southern end of land. Pursuant to tree inspection, quotations were sought to undertake works. Council decision to be made April 2020.				

Description	Outline risk	Controls	Risk Status	Next Review
Footpath KM312	Dumping of rubbish; overgrown vegetation;	Occasional visits by Parish Clerk, Caretaker and/or Councillors. Checks take place to ensure the Parish Council as landowner meets	Low	November 2020

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	damage to/by trees; path becomes unusable due to bad weather.	the obligations arising from the public footpath status. Inspection of trees by arboriculturalist (Sept 2019).		
NOTES of events/action taken during 2019/2020 SPC acquired title to the land comprising the path between the end of Bell Lane and Butcher Close (registered Jan 2020). Maintenance work on the surface drainage and path clearance was undertaken with use of Community Payback resource.				

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 2020
NOTES of events/action taken during 2019/2020 CCTV equipment serviced December 2019; cameras repaired in December 2019 and March 2020.				

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	July 2020 (next formal inspection)
NOTES of events/action taken during 2019/2020 Regular inspection reports by Caretaker handed to Parish Clerk for attention as necessary. Monthly inspection reports from MBC 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. Specialist repair company was engaged to attend to toddler swings (seat units replaced) and gapping in climbing wall.				

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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. Trees are regularly inspected (last formal inspection Nov 2019)	Low	November 2020
<p>NOTES of events/action taken during 2019/2020 Regular gang-mowing of field and annual hedge trimming undertaken (quotes for 2020 grass-cutting approved by Council Dec 2019, for 2020 hedge-cutting Jan 2020). Pursuant to tree inspection, quotations were sought to undertake works. Council decision to be made April 2020.</p>				

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: Youth Club Site Management & Maintenance Agreement in place. Parish Council employs contractor to cut grass and hedge. Trees covered in professional survey (last dated Nov 2019).	Low	November 2020
<p>NOTES of events/action taken during 2019/2020 Youth Club Site Management & Maintenance Agreement signed Dec 2019. New gate installed onto A229 Sept 2019 following planning consent. Fallen tree removed February 2020.</p>				

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. Letter-box fitted with padlock. Computers, printers and photocopier switched off at night. Fire safe contains computer backup discs and	Medium	March 2021

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		important documents. Lockable windows for both offices (fitted 2015).		
NOTES of events/action taken during 2019/2020				
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Description	Outline risk	Controls	Risk Status	Next Review
Street furniture; Bus Shelters, litter bins, salt bins, benches, gates, planters & 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. Concrete planters maintained under contract by third party. Wooden planters managed by Greener Staplehurst Group.	Medium	November 2020
NOTES of events/action taken during 2019/2020				
Salt bins regularly topped up. New planters installed at The Parade and A229/Market Street junction (after consultation with Parade landlord and Kent Highways). Agreement reached for renewal of concrete planters' contract (w.e.f. August 2020). <i>Negotiations under way with BT to finalise agreement for adoption of telephone box at Church Green.</i>				

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	March 2021
NOTES of events/action taken during 2019/2020				
Replacement pads fitted.				

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Description	Outline risk	Controls	Risk Status	Next Review
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. Council is insured for Business Interruption, including cover to the value of £10,000 to cover additional expenses and £10,000 to cover loss of revenue.	Low	November 2020
<p>NOTES of events/action taken during 2019/2020 <i>Lease has expired – although terms considered to "run on". Village Centre Management Committee is looking into a new lease. Landlord's buildings insurance policy not seen. Internal decorations not undertaken for at least 10 years.</i></p>				

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 - lease expires 25 th November 2028.	Medium	June 2020
<p>NOTES of events/action taken during 2019/2020 Registration of lease confirmed November 2019. <i>Replacement basin and tap required: work booked for completion April 2020. Quotes sought for redecoration: to be undertaken in mid-2020 (review position in June).</i></p>				

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. Youth Club Site Management &	Low	November 2020

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		Maintenance Agreement in place. Note: Parish Council is tenant of KCC.		
NOTES of events/action taken during 2019/2020 Youth Club Site Management & Maintenance Agreement signed Dec 2019.				

Description	Outline risk	Controls	Risk Status	Next Review
Lease of Surrenden Playing Field	Public Liability	125-year lease from 31/03/19 in place (MBC is freeholder). Natural Sports Ground surfaces and other surfaces insured by Parish Council.	Low	March 2020
NOTES of events/action taken during 2019/2020 New 125-year lease agreed at peppercorn rent.				

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	May 2020
NOTES of events/action taken during 2019/2020 Following receipt of inspection report in December 2018, further information was sought and investigations undertaken. Proposals were obtained for decommissioning/replacement of Chapel Lane lights. Replacement proposals were agreed. <i>As at 31/03/20 final details of the replacement lights were being finalised.</i>				

Description	Outline risk	Controls	Risk Status	Next Review
Christmas Motifs			Low	

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	Public Liability and vandalism.	Contractor employed to erect, test and dismantle motifs on KCC lamp columns in High Street. Contract expires 2020. Licence granted by KCC subject to satisfactory load-testing.		June 2020
<p>NOTES of events/action taken during 2019/2020 A number of lights did not work; in most cases it was discovered that, when KCC replaced lamp columns, the new wiring bypassed the socket into which the festive light was plugged. Issue was taken up with KCC with support from county councillor. <i>Resolution is outstanding as at 31/03/20.</i></p> <p>SPC installed Christmas lights at The Parade (in collaboration with local shops). Installation was subject to separate risk assessment.</p>				

PARISH ACTIVITIES

Description	Outline risk	Controls	Risk Status	Next Review
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 2020
<p>NOTES of events/action taken during 2019/2020 The Team Leader co-ordinates the regular, roadside, daylight-only sessions throughout the year. Volunteers operate in groups of 2, 3 or 4.</p>				

Description	Outline risk	Controls	Risk Status	Next Review
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	Low	September 2020 (after conclusion of scheme)

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		Scheme is in session. Scheme is inspected by OFSTED. Risk assessment undertaken by contractor.		
<p>NOTES of events/action taken during 2019/2020 Successful Play Scheme ran for three weeks during August 2019, with increased attendance compared to previous year. Additional charge was made for cleaning the venue at the end of the scheme (paid by the scheme operator).</p>				

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 2020
<p>NOTES of events/action taken during 2019/2020 Three editions of the Village Update and an annual report were distributed.</p>				

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 2020
<p>NOTES of events/action taken during 2019/2020 One clean-up day held (October 2019). March clean-up was cancelled due to Coronavirus restrictions.</p>				

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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 a volunteer who acts as principal steward. Road closure application is vetted by responsible authorities. Volunteer stewards are briefed before the event.	Medium	November 2020
NOTES of events/action taken during 2019/2020 Parade held on 10 th November.				

Description	Outline risk	Controls	Risk Status	Next Review
Use of Community Payback resource	Public Liability.	Beneficiary Agreement between KSSCRC and the Parish Council (revised February 2020). Both parties hold insurance cover. Parish Council Community Payback Policy & Procedures in place. Records of completed and planned activities maintained by the Parish Office.	Low	November 2020
NOTES of events/action taken during 2019/2020 Regular use of Community Payback resource was made. Updated Parish Council Community Payback Policy & Procedures approved by the Parish Council 03/02/20.				

Description	Outline risk	Controls	Risk Status	Next Review
Parish Council website and Facebook page	Libel, breach of confidentiality.	Parish Council insurance policy gives £500,000 libel and slander cover. Website and Facebook page monitored by the Parish Office and Communications Group of the Parish Council. Facebook page is used for reposting information and not for dialogue. Access to administration pages is password-controlled.	Low	November 2020
NOTES of events/action taken during 2019/2020 Commenced work on reviewing the accessibility compliance of the site and content. Site design is the responsibility of the website provider. SPC has maintained dialogue with the provider and continues to review content.				

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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 2020
<p>NOTES of events/action taken during 2019/2020 Salary review undertaken and new levels agreed w.e.f. 01/04/20. New clerk recruited to commence work from April 2020.</p>				

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 are subject to annual review. SPC is registered with Information Commissioner's Office (ICO).	Low/ Medium	July 2020
<p>NOTES of events/action taken during 2019/2020 Six GDPR policies reviewed and renewed. Appointment of DPO renewed for further twelve months (expires July 2020). New e-mail accounts introduced for all Parish Office staff and councillors.</p>				

Description	Outline risk	Controls	Risk Status	Next Review
	Extreme weather or pandemic restricts	Office staff are equipped to work from home with remote access to e-mails and the office network. Parish councillors can access their e-	Low/ Medium	November 2020

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Interruption to business continuity	movement, staff's ability to reach office, councillors' ability to meet.	mails via a chosen application or webmail. Chairman of the Council has a spare set of office keys. Video-conferencing facility facilitates remote meetings.		
<p>NOTES of events/action taken during 2019/2020 Measures introduced at the end of March 2020 and start April 2020: remote access to e-mails and office files held on the shared office network. Staff and councillors have signed up to Zoom video-conferencing facility. Remote Parish Council meetings facilitated by emergency legislation.</p>				

DATE OF MOST RECENT UPDATE: 31st March 2020

Reviewed by Finance & Strategy Group: 29th April 2020
Additions made to Jubilee Field and Wimpey Field records.

Reviewed and adopted by Staplehurst Parish Council: 18th May 2020 (Min 1830-1831)