

STAPLEHURST PARISH COUNCIL

FINANCE, ASSETS & ACTIVITIES RISK ASSESSMENT 2022/2023

Assessment of risk	Low	Medium	High
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FINANCE

Description	Outline risk	Controls	Risk Status	Next Review
Internal Financial Control System (as per Financial Regulations adopted 10 th August 2020)	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 1.10 22 While RFO was off used Locum RFO and other staff trained to help. Increase office resilience with more training	Low	Dec 2023

NOTES of events/action taken during 2022/2023

Monthly Summation, Balance Sheet with List of Receipts & Payments circulated to Councillors and published.
Quarterly Budget monitoring report to Council
Consolidated implementation of on-line banking procedures.
Formal review meeting with Internal Auditor last conducted 19/05/22 (Locum RFO). A meeting with the Internal Auditor, Finance and Strategy Group.
Annual Investment Strategy approved 26/04/21 – reviewed 14.11.22 – go to Council at AGM
Finance Group Meetings held on: 05/01/22, 24/05/22, 21/09/22, 12/10/22, 16/11/22 and 07/12/22

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. RFO updates annually the Asset Register and checks this alongside the insurance schedule. Parish Council must approve the proposed insurance cover.	Low	June 2023

NOTES of events/action taken during 2022/2023

Obtained three quotes for new Insurance Policy – appointed Hiscock for three years from 1st October 2022

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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.	Entrance gates kept locked unless field in use. CCTV Camera on site. Record of keyholders kept at Parish Office. Community Protection Team, 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 Dec22).	High	June 2023
NOTES of events/action taken during 2022/2023 Management and Maintenance Agreement agreed between 5 main parties, SPC, JFMC, SMFC, SMYFC, Girl Guides. In process of updating the Health and Safety on the site as a whole and Pavilion. Note Girl Guides centre own H&S up to date Reports of damage to fencing etc plus a dog poo issue on playing fields – increased bins and signage Need to clarify legal issues and ongoing management				

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. 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 & PCSO are made aware of any problems of anti-social behaviour. Skatepark signage in place with contact numbers for assistance.	Medium	June 2023
NOTES of events/action taken during 2022/2023 Caretaker's inspection report sheets handed to Parish Clerk for attention as necessary. Playsafety Ltd. carried out its Annual Inspection in Aug 2022. Report and recommendations taken forward by Parish Office with caretaker and Chair of JFMC.				

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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.	Medium	June 2023
NOTES of events/action taken during 2022/23 Occasional clearance work to maintain pond and ensure inlet and outlet remain clear.				
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 Dec20).	Medium	June 2023
NOTES of events/action taken during 2022/2023 Regular grass cutting and clearance undertaken by Parish Council's contractor, supplemented by volunteer work. BioBlitz event each summer with Playscheme. Residents' concerns raised over egress from the field via private land rather than the PROW. Awaiting joint meeting with PROW officer and residents to determine exact position of the PROW. Occasional incidents of antisocial behaviour involving drugs and alcohol – put up CCTV and report to police if required. Police advised and site added to patrol vehicle rounds.				
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 Dec 201).	Low	June 2023
NOTES of events/action taken during 2022/2023 No specific events. New Puffin crossing installed January '21, legal advice sought established no easement required. Crossing to be maintained by KCC Highways. Repair to damage to land completed with new tree being planted and reseeded of grass area.				

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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 contractors to cut grass and hedge. Trees covered in professional survey (last dated Dec201).	Low	June 2023

NOTES of events/action taken during 2022/2023

Work to the trees carried out by Tree Surgeon in-line with tree report. Caretaker keep under observation as close to A229.

Description	Outline risk	Controls	Risk Status	Next Review
Footpath KM312	Dumping of rubbish; overgrown vegetation; damage to/by trees; path becomes unusable due to bad weather.	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	June 2023

NOTES of events/action taken during 2022/2023

Tree storm damage cleared by Caretaker.

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	June 2023

NOTES of events/action taken during 2022/2023

Replacement lock installed on Pavilion door paid for by SCEG.
Current review of "function" of pavilion and will update

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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	June 2023

NOTES of events/action taken during 2022/2023

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.
 Climbing Wall and ramp damaged and identified in consultation for replacement – agreed 19.12..22 To be installed by contractor early 2023
 New outdoor gym to be installed adjacent to playground in 2023, will need fenced off area during works.

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	June 2023

NOTES of events/action taken during 2022/2023

Regular gang-mowing of field and annual hedge trimming undertaken
 Footpath, installed in 2021 well received, extended to Bathurst Road entrance ,completed in May 2022. Annual tree survey (last dated Dec21)– minor works undertaken by Caretaker.

Description	Outline risk	Controls	Risk Status	Next Review
Youth Club land	Dumping of rubbish; overgrown grass; damage to/by trees.	Parish Council employs contractor to cut grass and hedge. Trees covered in professional survey (last dated Dec 2020).	Low	June 2023

NOTES of events/action taken during 2022/2023

Youth Club building and management taken over by Parish Council in January 2022

Regular gang-mowing of area and annual hedge trimming undertaken.
 Annual tree survey (last dated Dec21) – minor works undertaken by Caretaker – contractor appointed for major works.
 Regular litter picks

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Description	Outline risk	Controls	Risk Status	Next Review
Community Workshop	Tools being misused; injury to users; theft of items	Electrical equipment to be PAT tested at next due testing date. Risk assessment prepared and shared with Councillors. Key holders list needs updating List of items held retained and items insured and placed on asset register.	Medium	June 2023

NOTES of events/action taken during 2022/2023

Basic First Aid training being considered for Councillors / Volunteers PAT testing due Jan 23

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; external door / windows locked at night. Computers, printers and photocopier switched off at night. Fire proof Safe contains computer backup discs and important documents.	Medium	June 2023

NOTES of events/action taken during 2022/2023

Batteries in Fire proof Safe last replaced January 2022, spare in office

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	June 2023

NOTES of events/action taken during 2022/2023

Salt bins regularly topped up from November each year. Bus Shelter north side of A229 in Station Road, removed and replaced due to new Sainsbury's development (New bus shelter to be adopted by MBC, post initial 12-month handover).
Installed 2 new bins at Jubilee Field and in the process of installing new bins and benches at Surrenden Field – will be added to Asset Register
New Council notice board required, when Trust replaces fence – Summer 2023

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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 resident volunteer supplemented with occasional checks from Clerk.	Medium	June 2023
NOTES of events/action taken during 2022/2023 Replacement pads fitted spring 2023				

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. 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.	Low	June 2023
NOTES of events/action taken during 2022/2023 <i>Lease has expired some years ago – although terms considered to “run on”.</i> <i>Landlord’s buildings insurance policy requested</i> <i>Landlord installing grab rail for steps plus checking safety light at entrance</i>				

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	June 2023
NOTES of events/action taken during 2022/2023 Lease expires 25 th November 2028 – being registered with the Land Registry March 2019. Door frame repaired November 2022, door to men’s toilet repaired January 2022				

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Description	Outline risk	Controls	Risk Status	Next Review
Lease of Youth Club Land	Public Liability	Parish Council have taken on Youth Club: Health and Safety file and checks as required working with KCC staff and volunteers Following KCC Youth Service procedures. Seeking grants and hire out room to community groups when youth club not in operation. Formal hire agreement in place	Medium	June 2023
NOTES of events/action taken during 2022/2023				

Description	Outline risk	Controls	Risk Status	Next Review
Lease of Surrenden Playing Field	Public Liability	Under lease expiring 01/04/21. Natural Sports Ground surfaces and other surfaces insured by Parish Council.	Low	June 2023
NOTES of events/action taken during 2022/2023 New lease agreed and signed which expires 1/4/2044				

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. (6 on Maidstone Rd, 5 on Nicholson Walk and 2 on Chapel Lane)	Low	June 2023

NOTES of events/action taken during 2022/2023

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, next one due in 2023	Low	June 2023

NOTES of events/action taken during 2022/2023

Continued issues with timers in lampposts KCC replaced timers. Load testing required in 2023. Note 6 broken motifs thrown away – need to review way forward in New Year 2023

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Description	Outline risk	Controls	Risk Status	Next Review
Use of illegal substances on council land	Vandalism and maintenance	Visual inspection by caretaker,. Liaise with contractors and regular groups that use our facilities, Police, MBC Community Protection plus KCC warden and Youth Service Report online sharps to MBC urgently Reports to Police if required	Medium	June 2023
NOTES of events/action taken during 2022/2023				

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	June 2023
NOTES of events/action taken during 2022/23 The Team Leader co-ordinates the regular, roadside, daylight-only sessions throughout the year. Volunteers operate in groups of 2, 3 or 4. Any new volunteers will require training				

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 Scheme is in session. Scheme is inspected by OFSTED. Risk assessment undertaken by contractor.	Low	June 2023
NOTES of events/action taken during 2022/2023 Playscheme worked well in summer 2022 – see playscheme report				

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Description	Outline risk	Controls	Risk Status	Next Review
Skate Park Jam	Public Liability to staff and attendees.	Professional contractor employed to run Skate Park Jam on behalf of the Parish Council. Contractor maintains own insurance cover and provides evidence. Risk assessment undertaken by contractor. Staff Enhanced DBS checked.	Low	June 2023

NOTES of events/action taken during 2022/2023

Event booked in for August 2023. Check information prior to event taking place and on the day.

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	June 2023

NOTES of events/action taken during 2022/2023

Note weight of large 12-page Annual Report caused some concern in Summer 2022.

Description	Outline risk	Controls	Risk Status	Next Review
Village Clean-Up	Public Liability responsibility to volunteers.	Village Clean-Up scheme is covered by the Parish Councils insurance and all equipment is owned by the Parish Council. MBC provide rubbish bags for the events and for the individual litter pickers. 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	June 2023

NOTES of events/action taken during 2022/2023

Two events per year. Review risk assessment after each event.

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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 lead councillor who acts as principal steward. Road closure application is vetted by responsible authorities. Volunteer stewards are briefed before the event.	Medium	June 2023
NOTES of events/action taken during 2022/2023 Event successfully held in 2022, review risk assessment after each event				

Description	Outline risk	Controls	Risk Status	Next Review
Use of Community Payback resource	Public Liability.	Beneficiary Agreement up dated December 2022 between KSSCRC and the Parish Council. Both parties hold insurance cover. Agreed Parish Council Community Payback Policy & Procedures (adopted December 2022) Records of completed and planned activities and related costs maintained by the Parish Office.	Low	June 2023
NOTES of events/action taken during 2022/2023 Restart in early 2023.				

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 posting information. Access to administration pages is password-controlled.	Medium	June 2023
NOTES of events/action taken during 2022/2023 Previously public page on Facebook for Greener Staplehurst, now brought under SPC page. Increased activity has led to greater engagement. SPC does not generally respond to comments directly on social media. Councillors are reminded regularly about their own postings remaining personal and not venturing into Council business.				

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Description	Outline risk	Controls	Risk Status	Next Review
Parish Council as an employer of staff	Contractual, legal and training responsibilities.	Work Station Assessment – due Jan 2023 PPE – outdoor clothing for Caretaker purchased in 2022 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. Support from Work nest HR Consultant	Low	June 2023
NOTES of events/action taken during 2022/2023 New Clerk started July 2022, restarted appraisal process in 2023.				

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	June 2023
NOTES of events/action taken during 2022/2023 New Clerk and DPO reviewed summer 2022.				

Description	Outline risk	Controls	Risk Status	Next Review
Operating Council under section 101 1972 LGA	Poor decision making; breach of delegated powers; financial misprudence	Clear scheme of delegation updated and approved by Council November 2022.	Low	June 2023
NOTES of events/action taken during 2022/2023 Revised in November 2022 – in line with national standards				

Adopted Council minute 27th February 2023 2072.6.5