



BOUGHTON UNDER BLEAN PARISH COUNCIL

Risk Assessment

Adopted - 11th March 2015

Last reviewed: September 2023

Next review: September 2025

Boughton under Blean Parish Council: Risk Assessment

| | Description | Details | Risk & Assessment | Action |
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| | Land | | | |
| 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. | Public Amenities Committee makes routine inspections. Regular garden maintenance. |
| 5. | Public Toilets | To provide toilet amenities for parish | Health and safety of users. | Regularly cleaned and monitored for maintenance issues. Locked overnight |
| | Fixed Assets | | | |
| 6. | Play equipment/ Outdoor gym | 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/TGO. 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. |
| | Highways & Paths | | | |
| 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/ local Police Officers |

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| 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 |
| | Environment | | | |
| 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. |
| | Planning | | | |
| 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. |
| | Crime | | | |
| 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 local police officers at Parish Council meetings. |
| | Finance & Purchasing | | | |
| 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. |
| | Accounts & Audit | | | |
| 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. |

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| 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 | Invoices to be signed in accordance with Financial Regulations. 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. |
| | Insurance | | | |
| 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. |
| | General | | | |
| 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. |

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| 39. | Publication of information | Dissemination to the public. | Quality of information. Ongoing provision of information. | Information provided in accordance with publication scheme. Noticeboard, website, social media and community magazine used as publication platforms. |
| 40. | 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 |
| 41. | 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.. |
| 42. | 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 |
| 43. | Pandemic or similar | 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. |