



## Report ABPC/23/003

**To: Aldington and Bonnington Parish Council.**

**Date: 12 June 2023**

**Status: Public Report**

**Subject: General Risk Assessment**

1. **SUMMARY:**

This report brings to the Parish Council a copy of the risk assessment carried out as part of the end of year audit exercise.

2. **REASON FOR RECOMMENDATION.**

The Parish Council is required to acknowledge the risk assessment and to note any areas where the risk is not deemed to be trivial or acceptable.

3. **RECOMMENDATIONS:**

1. **To receive and note Report ABPC/23/003.**
2. **To receive and acknowledge the General risk assessment**

4. **INTRODUCTION:**

As part of the annual audit exercise a review of risks that the Parish Council need to consider in its general day to day operations has been undertaken. Any of the risks identified as not adequately controlled will be the subject of further research and a report to the council to reduce the risk to an acceptable level.

This assessment has been seen by the Independent Internal Auditor who will be checking at the next audit visit that appropriate actions have been taken.

5. **CONTACT OFFICER AND BACKGROUND DOCUMENTS.**

If you have any queries about this report please contact the Responsible Financial Officer of the Council Tel.: 07928453208 or email: [clerk@abpc.org.uk](mailto:clerk@abpc.org.uk) prior to the meeting.

General Risk Assessment for Aldington & Bonnington Parish Council

No	Item	Hazard	Those in danger	Severity 1 – 10	Likelihood 1 – 10	Risk Rate	Measures/Comments	Result
1	Reynolds Play area	Play equipment Vandalism Cost of replacement	Injury to people using play equipment	8	4	32	Weekly inspection by RPII qualified inspector dated insurance including Public Liability	A
2	Aldington Meadows play area	Play equipment Vandalism Cost of replacement	Injury to people using play equipment	8	4	32	Weekly inspection by RPII qualified inspector dated insurance including Public Liability	A
3	Quarry Wood & Field trees	Falling branches/debris	Injury to Pedestrians, pets and vehicles	8	4	32	Weekly visual inspection Arboricultural report obtained at recommended intervals Dated insurance including Public Liability	T
4	Aldington Meadows Trees	Falling branches/debris	Injury to Pedestrians, pets and vehicles	8	4	32	Weekly visual inspection Arboricultural report obtained at recommended intervals Dated insurance including Public Liability	T

<b>5</b>	Bus Shelter, Roman Road	Impact damage Vandalism Cost of replacement	Pedestrians	4	4	16	Repair cost Dated insurance including Public Liability	T
<b>6</b>	Bus Shelter, New Road Hill	Impact damage Vandalism Cost of replacement	Pedestrians	4	4	16	Repair cost Dated insurance including Public Liability	T
<b>7</b>	Gates, Aldington Meadows Recreation area	Vandalism Repair costs Cost of replacement	Pedestrians	4	4	16	Repair cost Dated insurance including Public Liability	T
<b>8</b>	Millenium Stone	Cost of replacement Damage to stone Vandalism	Pedestrians	1	4	4	Dated insurance including Public Liability	T
<b>9</b>	Notice Board, Village Hall	Vandalism Cost of replacement	Pedestrians	4	1	4	Dated insurance including Public Liability	T
<b>10</b>	Notice board, Opposite Saxon Heights	Vandalism Impact damage Cost of replacement	Pedestrians	4	1	4	Dated insurance including Public Liability	T
<b>11</b>	Notice Board, Bus stop New Road Hill	Vandalism Cost of replacement	Pedestrians	4	1	4	Dated insurance including Public Liability	T
<b>12</b>	Notice Board, Bonington	Vandalism Impact damage Cost of replacement	Pedestrians	4	1	4	Dated insurance including Public Liability	T
<b>13</b>	Benches, Reynolds Playing Field and Quarry Field	Vandalism Impact damage Cost of replacement	Pedestrians	4	4	16	Dated insurance including Public Liability	T
<b>14</b>	Bench & Planters opposite Saxon Heights	Vandalism Impact damage Cost of replacement	Pedestrians	4	4	16	Dated insurance including Public Liability	T
<b>15</b>	Benches, Aldington Meadows recreation area	Vandalism Impact damage Cost of replacement	Pedestrians	4	4	16	Dated insurance including Public Liability	T

<b>16</b>	Fencing & signage Reynolds play area	Vandalism Repair cost Cost of replacement	Pedestrians	4	4	16	Repair cost Dated insurance including Public Liability	T
<b>17</b>	Fencing & signage Aldington Meadows play area	Vandalism Repair cost Cost of replacement	Pedestrians	4	4	16	Repair cost Dated insurance including Public Liability	T
<b>18</b>	Football goals	Vandalism Repair cost Cost of replacement	Injury to people using the goals	8	4	32	Regular inspection carried out by football club Repair cost Dated insurance including Public Liability	A
<b>19</b>	Laptop & Printer	Cost of replacement Repair cost Accidental damage	Clerk Councillors Parishioners	4	4	16	Dated insurance including Public Liability Make contingency provision in Parish Council reserves for replacement	T
<b>20</b>	Failure to attract sufficient candidates for Member vacancies or elections	Reduced representation of neighbourhoods Lack of resource Possible meeting inappropriate	Members	2	2	4	Actively publicise Council activities Seek candidates amongst friends and colleagues Publicise elections & vacancies on notice boards Publicise elections & vacancies in newsletter and website	A

<b>21</b>	Failure to achieve quorum at meetings	Business not transacted Decisions not made	Members Clerk	1	3	3	Issue annual meeting calendar to all members Issue meeting agendas promptly recording attendance	T
<b>22</b>	Lack of public consultation by Council	Decisions not based on evidence People disenfranchised	Members	1	2	2	Ensure meetings publicised on notice boards Use annual parish meeting Include public participation on all agendas Ensure seating available at meeting for public Provide advice for members of the public attending Publish agendas and minutes on website	T
<b>23</b>	Failure to respond to electors wishing to exercise right of inspection	Complaints received Not transparent Non-compliance	Clerk	1	2	2	Clerk to advertise facility, and respond to requests	A
<b>24</b>	Members acting alone outside meetings	Members outside Compliance Indemnities invalid Personal risk	Members	2	2	4	Obtain and read 'Good Councillor Guide' Avoid making commitments on behalf of the council Attend relevant training course	A

<b>25</b>	Council decisions not implemented	Confidence undermined Reputation risk arises Possible losses	Clerk	1	4	4	Clerk to publish marked unapproved Minutes to be considered at next meeting	A
<b>26</b>	Inaccurate, untimely, improper minutes	Poor decisions in future Poor evidence for decisions	Clerk	1	3	3	Clerk to check minutes with councillors not more than 7 days after meeting Minutes published unapproved.	A
<b>27</b>	Inadequate document control	Poor evidence Poor support to members	Clerk	1	2	3	Clerk to establish filing and retrieval system Clerk to enforce document version control	A
<b>28</b>	Failure to recognise and address conflict of interest	Lack of transparency Open to complaints of fairness or bias	Members Clerk	1	2	2	Members to review code of conduct	A
<b>29</b>	Incomplete/inaccurate register of Members' interests	Lack of transparency Open to complaints of fairness or bias	Members	1	2	2	Members to review register of interests	A
<b>30</b>	Failure to complete/submit Annual Return on time	Poor auditors report Public confidence suffers	Clerk	1	3	3	Clerk to maintain diary	A
<b>31</b>	Improper contracting procedures	Possible losses poor levels of service Possible increased costs	Clerk	1	3	3	2015 national model adopted, Separate financial regs Clerk adequately trained	A
<b>32</b>	Loss of data on PC due to system fault	Interruption to effective administration Possible financial loss	Clerk	1	4	4	External hard-drive Monthly back up	A

<b>33</b>	Loss of services of Parish Clerk	Interruption to effective administration	Members Clerk	2	2	4	Locum panel of experienced Parish and Town Clerks provided by the Society of Local Council Clerks	A
<b>34</b>	Lack of professional advice	Poor decisions Costs and waste Possible non-compliance	Clerk	2	2	4	Maintain membership of KALC, NALC and SLCC	A
<b>35</b>	Lack of defined objectives or strategy	Resources not directed Poor performance Risks not base lined	Members	1	2	2	Council to produce an agreed 3 year Corporate Plan	A
<b>36</b>	Failure to correctly identify local needs or wishes	Council does not represent the people Resources not applied Democratic deficit	Members	1	3	3	Maintain close contact with local residents Advertise parish meetings to obtain residents' feedback Publicise plans and invite comments Use questionnaires to identify local wishes	A
<b>37</b>	Financial	Misappropriation of council funds  Financial loss	Public services	1	2	2	All banking arrangements and changes to banking services approved by the council and recorded in the minutes. Pay invoices by cheque Cheque issue to be approved at council meeting Two councillors to sign each cheque	A

							Annual scrutiny of all financial records by internal auditor External auditor to advise Clerk of the Council and Chairman All changes in banking instructions, mandates etc. to be in writing with a hard copy kept permanently on file.	
<b>38</b>	Income Ensuring that all requirements are met under custom & Excise regulations	Unable to fulfil responsibilities	Public service	1	2	2	Ensure council understands and complies with current VAT legislation	A
<b>39</b>	Orders for work, goods and services Monitoring of performances against agreed standards under partnership agreements	Unable to fulfil responsibilities	Public service	1	2	2	Reviewed at internal audit	A
<b>40</b>	Lack of public participation at meetings	Public voice not heard Potential lack of interest in vacancies Lack of transparency	Members	1	2	2	Ensure meetings publicised on notice boards Include public participation on all agendas Ensure seating available at meeting for public Provide advice for members of the public attending Publish agendas and minutes on website	A



<b>41</b>	Allegations of libel or slander	Potential for litigation Costs of investigation Reduces confidence	Members	1	3	3	Clerk to intervene at meetings review all press releases or newsletter articles before release Adequate insurance cover	A
<b>42</b>	Bad publicity	Reduces confidence	Members Clerk	1	3	3	Review all press releases or newsletter articles before release manage press relations	A
<b>43</b>	Accidental damage to fixed assets	Costs of repair Loss of service until repaired	Clerk	2	2	4	Maintain insurance Playground inspection regime established. Inspections of Speed Indicator Device established	A
<b>44</b>	Vandalism to fixed assets	Costs of repair Loss of service until repaired	Clerk	3	2	6	Maintain inspection regime Maintain insurance Liaison with police	A
<b>45</b>	Loss to third parties	Possible litigation Costs/damages	Clerk	1	3	3	Review health & safety ensure adequate insurance check contractors insurance	A
<b>46</b>	Inadequate insurance	Balance of costs to be found	Clerk	1	4	4	Council to review annually or if circumstances change	A
<b>47</b>	Failure to calculate/submit precept on time	Inadequate resources to meet commitments Costs of re-billing	Clerk	1	3	3	Clerk to respond to Ashford Borough Council notices Agenda item for Members to consider and approve	A

<b>48</b>	Inadequate annual precept and unsound budget	Inadequate resources to meet commitments	Members	1	4	4	Clerk and Members to build sound budget, using risk register and known commitments. Members to consider Reserves Policy built into financial Regulations	A
<b>49</b>	Failure to account for and recover VAT	Wasted resources	Clerk	1	3	3	Clerk to review Internal auditor to check	A
<b>50</b>	Failure to stay within agreed budgets	Inadequate control Potential wasted resources	Members Clerk	1	2	2	Clerk to review Internal auditor to check Reserves Policy to mitigate short-term impact of loss	A
<b>51</b>	Holding excessive or inadequate reserves	Auditors report Poor use of resources Inability to meet commitments	Members	2	3	6	Clerk to review as part of budgeting Reserves policy to set percentage of precept Council to review size of reserves	A
<b>52</b>	Fraud by Clerk	Reputation Costs, litigation	Clerk	1	3	3	Adequate internal audit Regular reporting to members Control systems for managing expenditure	A
<b>53</b>	Fraud by Members	Reputation Costs, litigation	Clerk	1	3	3	Adequate internal audit Regular reporting to members Control systems for managing expenditure	A
<b>54</b>	Inadequate awareness of relevant legislation	Failure to comply	Members Clerk	2	3	6	Maintain membership of KALC/NALC	A

<b>55</b>	Failure to comply with relevant legislation	Litigation Costs Reputation damage	Members Clerk	2	3	6	Maintain membership of KALC/NALC	A
<b>56</b>	Failure to maintain fixed assets register	Improper control Poor auditor's report	Clerk	1	2	2	Council to review Internal audit to review	A
<b>57</b>	Improper financial records	Potential for wasted resources	Clerk	1	2	2	Internal audit to review	A
<b>58</b>	HMRC requirements not met	Costs Litigation	Clerk	1	3	3	Clerk to liaise as necessary	A
<b>59</b>	Failure to comply with deadlines for accounts and returns	Poor auditor's report Reduction in confidence	Clerk	1	2	2	Clerk to liaise with internal and external audit	A
<b>60</b>	Non-compliance with data protection	Litigation Poor reputation	Members Clerk	1	3	3	Clerk to monitor	A

Results key:-

T = Trivial Risk

A= Adequately controlled risk

N = Not adequately controlled

U = Unable to decide (more information required)

### Risk Assessment Scoring Matrix

Likelihood	Severity					
	Multiple death (10)	Single death (8)	Major injury (6)	Lost time injury (4)	Minor injury (2)	Delay (1)
Certain (10)	100	80	60	40	20	10
Very likely (8)	80	64	48	32	16	8
Likely (6)	60	48	36	24	12	6
May happen (4)	40	32	24	16	8	4
Unlikely (2)	20	16	12	8	4	2
Very unlikely (1)	10	8	6	4	2	1
Score	Priority	Action				
1 – 16	LOW	Action is required to reduce the risk, although low priority				
17 – 36	MEDIUM	Action required to control Interim measures may be necessary in the short term				
37 – 100	HIGH	Action required urgently to control risks. Unacceptable immediate action required				