

Horsmonden Parish Council

Annual Risk Assessment - 2019/2020 - Agreed by HPC at their meeting on 2nd September 2019 , agenda item 8.1

Topic	Risk	Likelihood	Severity	Priority	Comments
Accounts -including Internal Audit	Incorrect/fraudulent bookkeeping	1	2	2	All transactions conform to stated practice in Standing Orders; two signatories for cheques and online payments ; Clerk cannot sign; Accounts approved at each month's Parish Council Meeting. Notwithstanding the above, indemnity insurance cover is in force to protect the PC. Accounts are signed off by External Auditor each year. HPC employ an internal auditor to ensure that all recommended practices are followed.
Accounts -including Internal Audit	Non-Compliance with Freedom of Information Act	1	2	2	The Council abides by and responds to current legislation.
Accounts -including Internal Audit	Damage or loss of important documents owing to fire/flood.	1	2	2	Council now have fireproof locked safe (cabinet) in secure storeroom in Village Hall and important documents are held within this. Computerised records on cloud storage.
Bye Laws	That current Bye Laws could be construed in a discriminatory light	1	2	2	Current Bye Laws were passed by DEFRA in 2005
Councillors'/Clerks' Indemnity	Liability for breach of conduct	1	2	2	Covered under Insurance since 2004. Ensure continuation of cover.
Emergency Contingency Planning	Health, safety and insurance of volunteers, public liability,	1	2	2	Keep Plan up to date; review annually or when event takes place; GDPR regarding volunteers and other personal details
Health and Safety	Contractors	1	2	2	Check on contractors to ensure that they follow health and safety advice and measures when carrying out works for the Council. Clerk requests a copy of the contractors statement policy or method statement and public liability insurance for all contractors carrying out works on the Council's behalf.
Health and Safety	Volunteers, Health and safety of volunteers, and public liability.	1	2	2	Risk assessments carried out and health safety procedures followed. Appropriate equipment used.
Ownership of Institute Building	Liability for external repairs	1	2	2	Low risk. These items are budgeted for in precept. Council undertook some minor repairs and a complete survey of roof structure in 2018
Ownership of Institute Building	Clock maintenance	1	2	2	Council have had the clock tower access reviewed and health and safety measures incorporated

Ownership of Village Green.	Ownership of Green could be challenged	1	2	2	Land registry agreed to Qualified title of ownership but not freehold. Unlikely to be successfully challenged as if the PC cannot claim freehold ownership v unlikely that anyone else can, given evidence provided to land registry .
Ownership of Village Hall	Liability for external repairs	1	2	2	Low risk. These items are budgeted for in precept.
Public Conveniences	Liability for repair/upkeep:	1	2	2	Regular checks made on the state of repair. Recent conversion means repairs are unlikely to be needed
Public Conveniences	Cleaning	1	2	2	Cleaning carried out by contractor three times a week.
Public Conveniences	Water & sewerage	1	2	2	Recent upgrade means Water and sewerage are unlikely to have any problems
Public Conveniences	Lease needs to be updated as cannot be registered with Land Registry	3	2	6	Updated lease needed - Clerk and council are working on this
Shelter	Liability for repairs and up keep. Fire risk assessment.	1	2	2	Shelter relatively new and in good repair. Council has shelter regularly cleaned and provides litter and cigarette bins which are regularly emptied. Council listens to feedback from parishioners about use of shelter.
Speedwatch activity/equipment	Health and safety of volunteers, and public liability.	2	2	4	All volunteers have to undergo the speedwatch training led by Kent Police and are insured appropriately. Equipment is serviced regularly .
Standing Orders	Standing Orders out of line with legislation/code of conduct	1	2	2	Standing orders and Financial regulations revisited and agreed in October 2018 and regularly revisited

Key

Likelihood

	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

Severity

Likelihood Severity

1 Unlikely	1 Minor
2 Possible	2 Medium
3 Probable	3 Major

Priority - action required

Medium priority

Low priority - no action required