KINGS HILL PARISH COUNCIL
RISK IDENTIFICATION AND MANAGEMENT SUMMARY 2025

IDENTIFICATION	INTERNAL CONTROL	ACTION TAKEN	ACTION REQ'D	ACTION BY WHOM	ACTION BY WHEN
<u>Protection of Physical Assets owned by the Parish Council</u> • Buildings of the Community Centre • Buildings of the Youth Facility Extension • Contents of the Community Centre • Contents of the Parish Office • Play equipment – Anson Avenue	Insurance Policy Monthly equipment inspections Annual independent inspections	Ongoing	None	Parish Clerk / Assistant Clerk / Caretaker	Ongoing
<u>Protection of Security of Building and Contents</u> • Community Hall • Parish Office • Youth Extension	Insurance Policy	CCTV installed.	CCTV signage displayed.	Parish Clerk / CC Manager / Caretaker	Ongoing
<u>Safety of Play Areas</u>	Insured Policy	Regular inspections	None		Ongoing
<u>Notice boards at the Community Centre</u>	Equipment insured. Regular inspections are undertaken by staff	Regular inspections (at least monthly)	None	Caretaker	Ongoing
<u>Bus shelter</u>	Equipment insured. The shelter cleaned weekly and any damage reported	Regular inspections (at least monthly)	None	Caretaker	Ongoing
<u>Salt bins</u>	Equipment insured. Regular inspections are undertaken by staff. Contact details on each bin to report	Regular inspections (at least monthly)	None	Caretaker	Ongoing

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	problems				
Community Centre Stage	Stage equipment insured	Regular inspections before each use using the agreed form	None	Caretaker	
Areas of Public Access	Anson Avenue playground & open space, Garden Way & Lapins Lane – open spaces – quarterly inspection The external contractor undertakes regular maintenance work. Review contractor's quality of work during quarterly inspection. Regular inspections by officers.	Ensure appropriate certificates are held by contractors. Regular inspections ensure work is up to standard.	Report any faults through the Parish Office for the council for discussion and/or action.	Parish Clerk/ CC Manager / Caretaker	Ongoing
CCTV	Policy in place	Regular review of policy ensuring it is up to date and relevant	Policy reviewed annually.	Parish Clerk / CC Manager	May 2024
Bar - security	Stock insured	Bolts installed on the door. Review of physical security undertaken. Metal shutters installed Regular stocktaking	None	Parish Clerk / CC Manager / Assistant Clerk / Caretaker	Ongoing
LEGAL LIABILITIES					
Protection for Legal Liabilities • Public Liability • Hirer's Indemnity • Officials indemnity • Employers Liability • Libel & Slander • Personal Accident	Insurance Policy		None	Parish Clerk	

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• Fidelity Guarantee					
<u>Health and Safety</u> • Risk Assessments	Financial Risk assessment is undertaken annually. Community Centre assessments are undertaken on a weekly, monthly quarterly, and annual basis as necessary. Event risk assessments are undertaken before each event. Incidents are reported through the Parish Clerk and records are maintained. The accident book is retained by the Community Centre Manager. The regular item on the Full Council agenda is to allow reporting to be done if required.	loose leaf reporting system to enable hirers to have access to forms when the office is closed / out of hours	None	Parish Clerk / CC Manager	
<u>Event Risk assessments</u>	Introduction of event risk assessment requirement for each event. Template used.	New items are incorporated after each event. Continuous learning.	None		
<u>Fire Assessments</u>	Fire assessment of Community Centre undertaken in 2024.	Recommendations from the assessment have been completed.	None		
<u>Fire Training and Fire Emergency Plan</u>	The emergency plan given to all hirers with booking. The plan is displayed prominently in the building. Training for Fire Marshall course undertaken.	All staff undergo regular training	Fire drills performed regularly	CC Manager / Caretaker	Ongoing

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Compliance with Employment Law and Inland Revenue Regulation including VAT.	Quarterly VAT returns to HM Revenue and Customs Use of a computerised accounting system to prepare VAT returns. Reconciliation of VAT returns to balance sheet Use of computerized Payroll system Monthly payment of PAYE & NIC through BACs Contracts of employment are based on the NALC standard contract for every employee.		None	Finance Officer / Assistant Finance Officer / Parish Clerk	ongoing
Lone working	Lone working policy in Health and Safety policies. Ensure that staff do not return to the office on their own after evening meetings. The front door to the community centre is locked if a member of staff is working later than others. Caretakers and cleaners to always have mobile phones on them when on duty.	Ensure building staff have mobiles on them when on duty – completed.	None – there is a standard set of instructions for all staff to follow when they are working on their own.	Parish Clerk	
FINANCES AND BANKING					
Keeping Proper Financial Records	Independent Internal Audit – twice a year and reported to Full Council. Accounts for payment – agreed at Full Council meetings & signed by two members. All payments are authorized by 2 members at a council meeting. Use of computerized accounting package Bank statements, bank reconciliations, and budgetary control		None		

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	statements are presented to Council monthly. VAT records are presented to Council quarterly basis.				
Banking Arrangements	Regular bank reconciliations are undertaken for all bank accounts. Full Council sees bank statements monthly and verifies the balance to bank reconciliation. Payments received are recorded promptly.	Cash funds are spread around various banks to reduce the risk of any one institution becoming vulnerable.	None	Clerk / FO	
BACs and other Payments	Staff to follow the agreed procedure. Form to be completed for every transaction and signed by 2 bank signatories and officers completing the transaction. The payment is verified against the bank statement and signed by a councilor.	Ensure that all forms are verified at each Full Council	None		
Bar - accounting	Analysis of takings on an event-by-event and monthly basis. Analysis of gross and net profits is analyzed to ensure the percentages are appropriate to ensure that there is reduced fraud opportunities for staff.	VAT is accounted for through the cashbook. VAT on purchases – VAT receipts are required.	None		
Bar - cash	Adequate physical security in place in the bar with sufficient insurance cover. Cash is stored in the safe after each event and banked the next working day. Cash is counted and checked. The Finance Officer checks the cash prior	Procedure in place for all staff to comply with.	Review procedure every six months.	Clerk / FO	Sept 2024

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	to it being banked.				
Petty Cash	No Petty Cash system used		None		
Expenses - councillors	All expenses must be approved by the Clerk/ FO Reconciliations of councillor expenses are undertaken before payments are made every month. BACS records were signed at a council meeting by 2 other signatories. Mileage claims checked against the attendance register at other meetings and training events. Use of shared transport with other councilors or staff required.		None		
Expenses – staff	All expenses must be approved by the Clerk / FO All payments are signed by councillors and approved at a council meeting. Lists of all payments circulated to all councillors. Receipts must be attached (except for mileage claims) Mileage claims checked against the attendance register at other meetings and training events. Use of shared transport with other councillors or staff is required.		None		
Bad Debts	Regular credit control Ensuring payments received are recorded promptly. Private bookings – deposit required Recovery process in place to deal with bad debts	Deposit is taken for new block bookings to ensure new businesses do not fold leaving bad debts.	Regular credit control is undertaken.	Clerk / Finance Officer	ongoing

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Compliance with Audit Requirements	Independent Internal Audit is undertaken twice a year.		None		
Ensuring adequacy of Annual Precept	Each committee should prepare a budget of estimated I&E which is then consolidated into a draft budget and submitted to the Full Council	Comparison of Y/E Budget to actual undertaken & comparison to next year's budget	None	Parish Clerk / relevant committee	October / November 2024
OTHER					
Accurate reporting of Council Business in Minutes	Draft minutes sent to all members with agenda. All committee minutes are confirmed at the monthly Full Council. Meetings and minutes are properly numbered. Publish minutes on the website.		None		
Adoption and Adherence to the Code of Conduct	Procedures for Members' adoption of the Code of Conduct. Each Member provided with a copy of the Code. The information pack provided for all new Members.	All new DPIs are up to date on the website.	Reminder at the May meeting for Cllrs to check details.	Clerk	May 2024
Computer Failure	Daily remote back-ups taken. Occasional check that back-ups can be restored. Surge protection fitted. IT contract in place to maintain system				

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External Areas					
Allotments	Regular monitoring of the allotment site Annual Risk Assessment undertaken. Tenancy Agreements are signed by all tenants before handing over keys. Close liaison with volunteer allotment supervisor Quarterly meetings between allotment holders and the parish council's allotment panel Annual Meeting between allotment holders and Parish Councils Allotment Panel Annual Review of Allotment rents		None		
Kings Hill Sports Park	Regular liaison between KHPC and TMA Ensure compliance with lease				