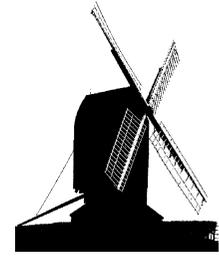


**Rolvenden Parish Council**



# Council Risk Assessment

Approved on 19 February 2026

# 1. Introduction

## 1.1. Risks

This is a high-level risk assessment for the Council to highlight key areas of risk where the Parish Council has full or partial responsibility for managing or mitigating risk. The Parish Council's aim is to manage risks in a thoughtful and realistic manner. Since resources such as staff and Councillors' time are limited, it is necessary to set priorities.

## 1.2. Methodology

Risks have been assessed using an industry standard approach. This risk assessment deals with strategic risks only. Each risk is scored using the table below which assesses the potential consequences with the likelihood of the risk happening. The resulting risk score then indicates the appropriate level of priority to be given to any mitigation against that risk.

## 1.3. Risk score matrix

		Consequences		
		Minor 3	Moderate 2	Major 1
Likelihood	Probable A	Yellow	Red	Red
	Possible B	Green	Yellow	Red
	Improbable C	Green	Green	Yellow

Key	Green Low Risk	Yellow Medium Risk	Red High Risk
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## 2. Risk Assessment

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
<b>PHYSICAL ASSETS</b>											
1.	Loss, damage or theft – play / gym equipment	2	A	H	<ul style="list-style-type: none"> <li>Insurance cover in place</li> <li>Regular inspections to check for damage.</li> <li>Repairs/replacements undertaken following reports of damage.</li> <li>Annual RoSPA inspections undertaken and reported to Full Council.</li> <li>Recommended actions undertaken.</li> <li>Inventory and asset register reviewed and up to date.</li> <li>Risk assessments undertaken for each site.</li> </ul>		2	B	M		
2.	Loss, damage or theft – street furniture	1	B	H	<ul style="list-style-type: none"> <li>Insurance cover in place</li> <li>Inventory and asset register reviewed and up to date.</li> <li>Regular inspections of all street furniture in place</li> </ul>		2	B	M		

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<b>PUBLIC LIABILITY</b>											
3.	Public safety in areas under the Parish Council's responsibility	1	B	H	<ul style="list-style-type: none"> <li>Regular inspections undertaken and reported</li> </ul>		2	B	M		
4.	Street Column safety for hanging baskets and Christmas Lights	1	B	H	<ul style="list-style-type: none"> <li>Apply for permit annually</li> <li>Load testing on all relevant street columns undertaken every 3 years</li> </ul>		2	B	M		
5.	Christmas Lights & Displays	1	A	H	<ul style="list-style-type: none"> <li>Installed by professional contractor / electrician</li> <li>Risk assessment undertaken for Christmas Tree</li> <li>Regular inspection of Christmas Tree</li> </ul>		2	B	M		
6.	Events	2	A	H	<ul style="list-style-type: none"> <li>Individual risk assessments undertaken for each event</li> <li>Details of events submitted relevant bodies for approval</li> </ul>		2	B	M		

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<b>FINANCIAL</b>											
7.	Misappropriation of funds – theft / fraud / errors	1	B	H	<ul style="list-style-type: none"> <li>• Fidelity guarantee in place</li> <li>• Internal audit by independent auditor at least once a year</li> <li>• Internal controls and processes reviewed.</li> <li>• Accounts for payment approved at a council meeting.</li> <li>• Online payments set up by Clerk/RFO and approved by 2 signatories.</li> <li>• Clerk/RFO not a signatory on any account</li> <li>• Invoices supplied as back up for all transactions</li> <li>• Copy of accounts presented to Full Council monthly</li> </ul>		1	C	M		
8.	Investment loss	1	B	H	<ul style="list-style-type: none"> <li>• Consider opening new bank accounts if reserves are high to spread the risk.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider other providers to further spread risk and maximise yields</li> </ul>	1	C	M	FHR	On-going

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
9.	Insufficient or excessive funds	1	B	H	<ul style="list-style-type: none"> <li>Comprehensive budget setting process in place</li> <li>Monthly budget monitoring undertaken by the Clerk.</li> <li>Monthly bank reconciliations provided to Full Council</li> <li>Review of reserves undertaken monthly by the Clerk and reported to Full Council</li> </ul>		2	B	M		
10.	Inaccurate accounts	2	A	H	<ul style="list-style-type: none"> <li>Computerised accounting system used</li> <li>Monthly accounts prepared</li> </ul>		2	B	M		
11.	Banking arrangements	2	B	M	<ul style="list-style-type: none"> <li>Cheques and cash banked promptly</li> <li>Monthly bank reconciliations undertaken and presented to Full Council</li> <li>Faster payments set up by the Clerk/RFO and approved by 2 signatories.</li> <li>Invoices checked by Clerk/RFO before payments are set up</li> </ul>		3	C	L		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
12.	Payroll	2	B	M	<ul style="list-style-type: none"> <li>External payroll provider used</li> <li>Submissions reported to Full Council</li> <li>Payments now made by Faster Payments through Unity. 2 councillor signatories to approve payments after review of payroll records.</li> <li>Payments set up by the Clerk/RFO on Unity.</li> </ul>		3	C	L		
13.	Bad debts	2	B	M	<ul style="list-style-type: none"> <li>Write off bad debts approved by Full Council.</li> </ul>		3	C	L		
<b>REGULATORY / STATUTORY / CONTRACTUAL</b>											
14.	Breach of Health and Safety Responsibilities	1	A	H	<ul style="list-style-type: none"> <li>Public and Employers Liability insurance in place</li> <li>Health and Safety Policy in place and regularly reviewed.</li> <li>Review of system, policies and processes undertaken</li> </ul>		1	B	M		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
15.	Breach of employment legislation	2	A	H	<ul style="list-style-type: none"> <li>Review of policies and procedures undertaken</li> <li>Benchmarking and review of pay and benefits undertaken.</li> <li>Policies updated regularly as required</li> </ul>		2	B	M		
16.	Breach of contractual obligations	1	A	H	<ul style="list-style-type: none"> <li>Contracts prepared in conjunction with legal advisors.</li> <li>All staff have signed employment contracts.</li> </ul>		1	C	M		
17.	Breach of regulations governing Local Councils	2	A	H	<ul style="list-style-type: none"> <li>Qualified Clerk in post</li> <li>KALC membership for advice and training</li> <li>SLCC membership for advice and training</li> <li>Declarations of interest documented.</li> </ul>		2	B	M		
18.	Adoption and adherence to the Code of Conduct	2	B	M	<ul style="list-style-type: none"> <li>Each Councillor provided with a copy of the Code of Conduct</li> <li>Training offered to all Councillors.</li> <li>Disclosable Pecuniary Interest published on Council website.</li> <li>DPI forms to be regularly reviewed by Councillors</li> </ul>	Councillors to take ownership of their DPIs	2	C	L		

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<b>SERVICES</b>											
19.	Trees	1	A	H	<ul style="list-style-type: none"> <li>Annual Visual Tree Assessments undertaken by Tree Warden.</li> <li>Regular inspections introduced including those following extreme weather conditions.</li> </ul>		2	B	M		
<b>OFFICE &amp; ADMINISTRATION</b>											
20.	Computer Failure	1	B	H	<ul style="list-style-type: none"> <li>Backup regularly undertaken</li> <li>Cloud storage of documents implemented.</li> <li>Virus protection updated regularly.</li> </ul>		1	C	M		