

BLETCHINGLEY PARISH COUNCIL RISK ASSESSMENT 2023

PROBABILITY RISK	AREA	IMPACT	COUNCILLOR	MITIGATION ACTION	REPORT
	VILLAGE HALL				
Low	Loss of Car parking space	High	The Clerk	ACV in place. To ensure ACV renewed every 5 years.	Verbal Report at Meetings if necessary
	TREE MANAGEMENT – Tilgate Common and Cemetery and High Street and part of back path				
Medium	Falling Trees (3 rd Party)	Medium	P. Tarrant	Tree Inspections needs updating every 3 years. Latest was conducted in June 20. Actions as per report carried out. Twice yearly inspections by Tree Wardens	Tree Inspection Reports provided at Meeting. Other visual reports given verbally. Specific report after period of high winds.
Medium	Wilful Damage	Medium	P. Tarrant		
Low	Maintenance / Trust conditions	Low	P. Tarrant		
	STYCHENS FIELD - PLAY GROUND				
Low	Trust Conditions (Breach of Trust)	Low	B Wantling	Annual Review	Verbal Report at Meetings when necessary
High	Swings, Slide, roundabout, Spring-dog, maintenance / replacement. Composite flooring surface of playground.	High	B Wantling	Quarterly Visual inspections with any issues raised at meetings for forwarding to TDC to deal with as they undertake RoSPA inspections and are responsible for 3 rd party injury. PC currently reviewing requirements for refresh of facilities.	
High	3 rd Party Injury	High	B Wantling		
	ALLOTMENTS				
Medium	Damage / Theft	Medium	K Everett	As arises	Verbal Report at Meetings when necessary
Low	Uncovered Water Containers	Low	K Everett	6 monthly review	
Low	Damage to car park/flytipping	Medium	K Everett	As arises	
	GRAZING LICENCES				
Low	Termination of Tenants Grazing Licence	Low	Clerk	Annual Review	Verbal Report at Meetings when necessary
Low	Maintenance Failure	Low	Clerk	Regular Review	

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	CEMETERY				
Low	Damage to graves	Medium	K Everett/P Tarrant	Quarterly Inspection	Verbal Report at Meetings when necessary
Low	Injury to 3 rd Party	Medium	K Everett/P Tarrant	As arises	
Low	Falling Tombstones	Medium	K Everett/P Tarrant	Quarterly Inspection	
Low	Maintenance Obligation	Low	K Everett/P Tarrant	Regular Inspection	
Low	Future Capacity	High	K Everett/P Tarrant	New Cemetery extension and Woodland Cemetery opened in 2021	
Medium	Clerk has not yet attended training and lacks experience	Medium	Clerk	Clerk to attend training once CILCA training done. In meantime as required Clerk to seek advice from relevant councillors and/or Cemetery organization.	Verbal report at meetings when necessary.
Low	Loss of records or records not updated correctly.	Medium	Clerk	Records now kept in PC office and electronically. 6 monthly audit on records/database with councillor responsible for cemetery.	Maintaining Digital as well as hard copy records
	FOOTPATHS / RIGHTS OF WAY				
High	Clearance Failure	Medium	The Chairman	Periodic Inspection	Verbal Report at Meetings when necessary
Medium	Unauthorised obstruction	Medium	The Chairman	Periodic Inspection	
Low	Missing Signage	Low	The Chairman	Periodic Inspection	
	CCTV				
Medium	Damage / Maintenance	Medium	L Baharier	Monthly Inspection	By contractor
Low	Injuries to Passers By	High	L Baharier	As arises	
Low	Intrusion / Privacy	High	L Baharier	As arises	
Low	Withdrawal of Owner's consent	Low	L Baharier	As arises	
Low	Registration Update – Data Protection	Medium	Clerk	Annual Update	Contract

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	CLERK				
Low	Loss of Service / illness	High	Chairman	All records now held in PC office and data backup to the cloud and emails also accessible remotely by the Chair. SALC with HR advise available if required.	Verbal Report at Meetings when necessary Insurance cover to include: Fidelity Guarantee Personal Accident Employers Liability Libel and Slander
Low	Loss of Records	High	Clerk	All Paper Records to be stored in PC offices and data backup to laptop in secure cloud.	
Low	Theft / damage to equipment	High	Clerk	PC has insurance and Data backup to laptop in secure cloud.	
Medium	Wrong advice / omission	High	Clerk/Chairman	As arises – Clerk undertaking CilCA training and is still learning about Bletchingley processes and history. Additional oversight/support to be provided as necessary by Councillors.	
Low	Fraud	High	Chairman/S Ray	Financial measures in place including 2 signatures on banking and oversight by Chair and councillor responsible for Finance.	
Low	Insurance Cover on Council	High	S Ray	Annual Review	
Low	3 rd Party Insurance	High	Clerk	Annual Review	
Low	Failure to Perform	High	Chairman	New Clerk to Bletchingley. Regular reviews with the Chair and councillors to ensure additional support until the Clerk has gained more experience.	
	MISCELLANEOUS ASSETS (DAMAGE / REPLACEMENT)				
Medium	Notice Board	Low	Clerk	Regular Inspection	Verbal Report at Meetings when necessary
High	Wooden Bus Shelter	High	D. Kiss	Regular Inspection	
Low	Pound & Shrub Bed Items	Low	All	Regular Inspection	
Medium	War Memorial Maintenance	Medium	All	Regular Inspection	
Medium	Various Public Seats	Low	All	Periodic Inspection	

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PROBA BILITY RISK	AREA	IMPACT	COUNCILLOR	MITIGATION ACTION	REPORT
Medium	Telephone Kiosk	Low	All	Periodic Inspection	
Low	Defibrillator	Medium	The Clerk	Periodic checks with Bletchingley Primary School Building Manager	Verbal Report at Meetings when necessary
	GOVERNANCE / GENERAL				
Low	Negligence in Decision-taking	High	All	Experienced Council though new Clerk. Monthly meetings where decisions can be challenged.	Verbal Report at Meetings when necessary
Low	Damage to 3 rd Party interests (Defamation / Financial Loss)	High	Chairman	As arises	
Low	Failure to observe Law or Process of Law	High	Clerk	Clerk undertaking CilCa training to ensure council following correct legal processes. SALC subscription to provide additional advice to Clerk and Council as required.	
Low	Failure / misrepresentation/inappropriate behaviour by Councillors	High	Chairman	As arises	
Low	Failure to Record or Recognise Interests	Medium	All Councillors	As arises	
Low	Inadequate Recording / Notice Giving	Medium	Clerk	During Clerks first 2 years, councillors will ensure additional support and oversight as required.	
Low	Failure to Observe Public Obligations	High	Clerk	As above	
Low	Cyber Security Risk leading to loss of data, Ransomware and/or GDPR risk	High	Clerk and Councillors	Clerk to ensure that anti-virus up to date. Data is backed up to the cloud.	
	WEBSITE				

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Medium	Incorrect / misleading Information	Low	Chairman	Quarterly reviews	Verbal Report at Meetings when necessary
Low	Unable to update	Low	Chairman	As arises	
Low	Response times	Low	Chairman	As arises	
Low	Technical Failure	High	Chairman	As arises	
Low	Website Accessibility rules	Medium	Chairman	Website and word/PDF documents are now accessible. Plan to update website.	
Low	Failure of Webhosting	Low	Chairman	As arises	
	FINANCIAL – Self Managed Risk				
Low	Fraud/theft	High	RFO/Chairman/S Ray	Council to ensure correct financial procedures are followed in line with policy to prevent.	Verbal Report at Meetings when necessary
Low	Loss of Financial Viability - Bankruptcy of Parish Council	High	RFO/Chairman/S Ray	Council reviews financial affairs monthly and ensures adequate budgetary control and forecasting.	Verbal Report at Meetings when necessary
Low	Monthly Balance sheets between Accounts and Bank Statements including Previous, Current and Forecast Expenditure	Medium	Council	Regular	Verbal Report at Meetings when necessary
RISK ASSESSMENT SIGNED BY CLERK		<i>Janette Coulthard</i>		APPROVED ON: 11th September 2023	