ROTHERFIELD GREYS PARISH COUNCIL FINANCIAL RISK ASSESSMENT

19.3.12	Reviewed - 656/12 and no changes were made				Key	
20.5.13	Reviewed - 2.6 Fidelity Guarantee changed from none to £25,000 cover for members and employees.			Risk Value	H - exceptional	
19.5.14	Reviewed - war memorial to be safety inspected in 2014.			Risk Value	N - Normal	
14.9.15	Phone box added			Action	OG-Ongoing	
1.8.16	3 Benches added and defibrillator			Action	X - required	
2.5.17	Reviewed - Bank & fraud updated. Transparency code with website min.ref. 048/16					
2.3.18	Reviewed - March 2018 and many items added					
20.5.19	Reviewed - May 2019					
17.7.19	Reviewed - July 2019					
1.3.20	Reviewed - March 2020					
	Reviewed NW and AY - October 2025. Action code AT changed to OG (ongoing) and updated.					
	RISK	**MITIGATION**	**RISK VALUE**	**INSURED AMOUNT**	**ACTION**	**REVIEW DATE & COMMENT**
1	**WAR MEMORIAL - maintenance**			**Public Liability £10,000,000 Employers Liability £10,000,000**		
1.1	Injury caused by passing vehicles to person(s) working on roadside.	Wear hi-viz protective gear. Display "Men at Work" sign.	H		OG	Order form for protective clothing and equipment sent to employees in 2007. (Village cleaner in Jan and War memorial caretaker in May). Village cleaner left Jan 2011. Protective clothing purchased for War Memorial caretaker in 2011. New caretaker and new protective clothing purchased and 'men at work' sign (min. ref. 075/17b. Review at Nov 2025 mtg
1.2	Injury caused by broken glass or sharp objects.	Wear protective gloves.	N		OG	
1.3	Infection caused by contamination or by animal faeces.	Wear protective gloves, or use "grabbers" or scoop.	N		OG	
1.4	Injury caused by mower or other power-driven tools. **(Relates to War Memorial maintenance).**	Wear protective clothing, gloves, and boots.	N		OG	
1.5	Injury caused by lifting heavy bags/containers of garden rubbish.	Do not overfill.	N		OG	
NOTE: These risks apply to any persons carrying out War Memorial gardening/general maintenance and Village Cleaning.						
2	**PARISH COUNCIL ACTIVITIES AND RESPONSIBILITIES**					
2.1	Fraud.	All parish councillors sign up to the Code of Conduct.	N		OG	Councillors sign on appointment
		The Clerk is also the Responsible Financial & Returning Officer	N		OG	Training ref.026/17. Audit training Jan 2024

		The council has an Internal Auditor.	N		OG	WTG Consultants-Int. Auditors Moore-Ext Auditors 2025-26
		Payments are made online. Added by Clerk, confirmed by Councillor and authorised online by different Councillor. Statement is authorised at each meeting and ciculated to all Councillors	N		OG	Change to 2 cllrs and not clerk min.ref. 035/16(d) and 036/16. Clerk added as signatory (min ref 075/17). Dual authorisation is required by
		Receipts and Payments accounts are circulated to the councillors.	N		OG	Statement issued at each meeting
		Bank signatures to be checked and amended when a councillor leaves	N		OG	
2.2	Illness of Parish Clerk/RFO.	The Parish Clerk/RFO maintains clear and auditable records. Whilst the Parish Council's operations would be seriously impaired should she be unable to temporarily perform her duties, it is considered that the Council would be able to continue to perform (albeit not as sufficiently) until she could return to full duties.	N		OG	
2.3	Failure of Parish Council to implement decisions.	This is always a concern. The Parish Council attempts to operate in an open manner that is under the scrutiny of the public. The individual members of the Parish Council have a responsibility to ensure that the business of the day is carried out. Meetings are recorded and actions outstanding are endeavoured to be addressed at following meetings. All councillors and Clerk have .gov.uk dedicated email addresses to use for PC business. Reminders and updates are sent by Clerk between meetings and a whatsapp group has been set up for urgent matters.	N		OG	Training courses: Chairmanship, New Councillors (min.ref. 049/16) and 2 cllrs for planning course (min.ref. 026/16). Refresher courses to be offered.
2.4	Bad budgeting.	The Parish Clerk/RFO prepares a draft budget in November of each year, the figures of which relate to the pro rata payments and receipts to date for the current year and forecast payments and receipts for the following year. This budget is amended/left unchanged, resolved upon by the members and forms part of the minutes. Spending is reviewed against budget at least twice yearly.	N		OG	Precept planning Min. Ref. 007/17. EOY processes course for clerk 026/17 & The clerks year 052/17 Budget planning 012/19. The bank balance is getting high so it was decided to let SODC keep any CIL payments till a project is costed 055/20 Budget discussed and agreed 066/20. CIL continues to be held by SODC Oct 2025

2.5	Misinforming the public.	The Parish Council meetings are open to the public with a slot allocated for "Questions from Parishioners." The publication scheme is advertised. The parish has a website www.rotherfieldgreysparishcouncil.org which contains minutes, accounts and budget information. To ensure that website and account records have disaster recovery a USB stick (min.ref 012/17) is updated before each meeting and swopped with the previous one which is held by N. Digby. Also new 2016 is a alert email service for parishioners which is ongoing to increase coverage.	N		OG	EOY accounts (min.ref 02/17 & 044/16(d)) put on website with minutes. Audit reports also. Email alert system called GAG (Greys Alert Grapevine) informs the parishioners of local news and agenda for meeting. (min.ref 049/16). This continues every two months 208/19. All files are kept online in MS Onedrive.
2.6	Fidelity Guarantee	£25,000 cover for members and employees. Excess £100 each and every loss.	N	£25000	OG	Insurance provider to be reviewed 2026
2.7	Transparancy Code	The new website has been purchased and written with page for minutes and related budget and reports displayed	N		OG	New website introduced 2024. https://rotherfieldgreysparishcouncil.gov.uk/ All councillors have email mailboxes ending .gov.uk
2.8	Data Protection directive	Has to have procedures in place 25/5/18. ND is DP officer. Data Protection Policy is available on the website and reviewed as required. Replaced by Privacy Policy in 2024.	N		OG	073/17 ND elected officer. Now changed as ICO annual payment not needed 034/19. 013/18 ND to go on DP course and pc stance on the legislation made as 'legitimate interest'.
2.9	Data backup	Data is backed up online - on onedrive	N		OG	This form a diaster recovery process
3	**EXTERNAL STRUCTURES**					
3.1	Disused well adjacent to"Shepherds," Shepherds Green.	This is extremely deep and is situated within a padlocked shed that is adjacent to the log shed within the curtilage of "Shepherds," Shepherds Green. The well hole is covered with a heavy metal plate. It is essential that the well shed is padlocked at all times to avoid injury. Padlock and cover needs checking for soundness. The two keys to the padlock are held by Nick Digby of 'Pinfolds', Greys Green and Richard Ovey of Hernes Estate. Included on Asset Register and insured. Broken into Feb 2017 but only paddlock fixture forced. Mended End Feb 2017	H		OG	Check cover and padlock for soundness (not rusted) twice a year. Ongoing to make this common land to have deeds and sell it (min.ref. 027/16 & 049/16 4th para & 061/16) - and still on-going (min ref 019/18) SOLD £690 051/18 and removed from insurance

3.2	Bus shelter (historic value) opposite the church.	This is on the site of an old disused well. It was badly damaged by a car in 2001 and was partly rebuilt by Butlers Bldrs. The oak gates were replaced in 2007. Lead ridging on roof was stolen in 2010 and replaced with clay ridge tiles in 2011. Theft not covered by insurance as tiles were open to the elements and not secured, and therefore involved no break-in. **Hit by car and badly damaged in March 2011 (insurance claim).** Ensure the structure is sound. Included on Asset Register and insured.	N	£54,561.14	OG	Check for soundess twice a year. JOP checked (min ref 077/17) and in a bad state of repair. The metal work and woodworm and re-painting has been done (Dec 2017). 4 pad stones to be replaced in Summer 2018 - this has still not been done. Stone mason has used a treatment instead.
3.3	War Memorial.	Hit by car in 2002 and confirmed by AF Jones, Masonry Contractor, in Sept '02 that no structural damage had been caused. Cleaning of stone and safety check carried out in 2009. Arrange safety inspection by masonry contractor every 5 years. Included on Asset Register and insured. The caretaker retired end 2016 and a replacement has been found (min ref 050/17). Memorial updated in 2024 with missing names.	N	£54,561.14	OG	Next inspection by masonry contractor to be arranged in 2014. A crack in the pad stone was found and repaired in 2014. JOP recorded the names of fallen on Imperial War website and War Memorial Trust website. It was decided to re-do the padstones around the base - to be done Spring 2018 (min ref 037/18 and log of damage to oak posts be recorded 13/19. Memorial updated with missing names October 2024.
	Assets:					
3.4	Notice Board Shepherds Green:	Replaced 2001. Check for soundness. New board installed 2019. Included on Asset Register and insured	N	£900.00	OG	Check for soundess twice a year. Sound but looking shamby - needs TLC - JOP to implement min.ref 036/16. JOP cleaned and it is laminated wood so not suitable for painting (min ref 019/18). Top keeps coming off. Replacement needed 042/20
3.5	Notice Board Greys Village Hall grounds adjacent to car park:	Replaced 2005. Check for soundness. Included on Asset Register but not insured by council	N		OG	Check for soundess twice a year

3.6	Notice Board - 3 bay Rotherfield Greys village - in Bus shelter	Bought 2019	N	£3,144.35	OG	Remove old notices and stain annually. Check locks
3.7	Shepherds Green: Phone box	Made a parish council asset in 2009. Restorated 2016 and re-insuranced at £2,500 (not audit value - £1). Used as a library. New light fitted Sep 2025	N	£3500	OG	Check for soundess twice a year
3.8	Rotherfield Greys village: Phone box	Made a parish council asset in 2017. In process of being restorated. Nominal value - £1.	N	£3500	OG	Check for soundess twice a year. Henley Glass fitted and NW painted new door. Vandalised May 2025. Covered by insurance £1200
3.9	Memorial bench-Cricket Pitch	Insurance - bought 2016 - positioned on Greys Green. Secured with rods and security marked. Refurbished 2025	N	£500	OG	Check for soundess twice a year
3.10	Bench under tree at Cricket Pitch		N	£500	OG	Check for soundess twice a year. Refurbished 2025
3.11	Two benches in front of almshouses	Insuranced but only found to be owned by PC 2016 - situated around Greys Green. Security marked and rods to secure. Refurbished 2025	N	£500	OG	Check for soundess twice a year. Refurbished 2025
3.12	WWII 80th Anniversary Memorial Bench	Purchased in 2025. Currently by Village Hall.	N	£500	OG	Check for soundess twice a year
3.13	Defibrillator - Maltsters Pub	Insuranced - min.ref. 032/16 Batteries to be replaced every 4 years and pads every 2 years	N	£1930	OG	Check batteries and pads. Pads replaced 2018 039/18. New pads 22/21(b). 2024 Now monitored and maintained by Millies Dreams charity
3.14	Defibrillator - village hall	Bought 2020 received March 2020 but installed 17.7.2020 put on insurance ?? Still haven't heard if done?	N	£1930	OG	SODC grant paid cost. 2024 Now monitored and maintained by Millies Dreams charity
3.15	5 village gates - 1 pair and 1 small in village - 2 pairs between Bolts Cross and Greys Green	Insurance informed - installation Feb 2018	N	£7,795.80	OG	Keep clean and wear hi-viz whilst inspecting or cleaning. Sign on gate at Bolts Cross damaged and repaired in 2024.