

# Teynham PC — Risks

Status	Category	Risk	Summary/additional info	Level of risk			Proposed Action	Status update
				Level of risk	Likelihood	Risk score		
Open	Data & IT loss	Parish Council unable to operate.	Data/Council papers/IT equipment loss due to fire or loss. Damage has the potential to have significant impact on council operation.	5	5	25	(1)Review asset/where information is stored (2)Prioritise assets. (3)Data moved to cloud based storage; email backup on server; financial data via Freeagent (online) (4)Test process. NOTES: Keep records in separate locations (e.g. Village Hall); Review Electronic and paper based information; May require external help.	
Open	Financial Reporting	Financial loss	Good financial information reduces financial risk, and improves decision making process.	5	5	25	Provide information in advance of meetings will improve quality of decision making and discussion. (using standard reports from Freeagent). Consider online access (read only) for Freeagent?	
Open	Fire Alarm	Legal Actions/ Loss of life	We do not have a fire alarm system which covers all parts of the community hall.	5	5	25	Seek external advice on requirements.	
Open	Streetlights	Significant budget overspend	Electrical energy costs for the streetlights are on a variable tariff. Lack of modern meters prevent us from moving to fixed tariff (with different suppliers)	5	5	25	Seek costs for replacement meters; Seek options to transfer streetlights to KCC.	
Open	Aged creditors	Reputation management	We don't regularly review who we owe money to (e.g. how much and for how long).	4	5	20	(1) Report what's outstanding at full PC meetings (2) Set policy: all invoices paid within (say, 7 days).	
Open	Cash management (policy)	Financial loss	Managing any form of cash always presents a risk to an organisation. We have eliminated cash from many activities, but some cash is still in use, for example money from raffles, door charge for events and refreshments at coffee mornings etc.	5	4	20	Create cash management policy, that reduces the use of cash, and creates good processes to protect staff and councillors alike.	
Open	Fault list	Reputation management	We manage a diverse range of faults - most of which have a direct connection with members of the public.	4	5	20	Create a live 'fault list' to track and monitor progress of faults e.g. 'Zen Desk'. Work with others to cut costs of software.	
Open	H&S COSHH	Legal Actions/ Loss of life	Low awareness of COSHH regulations.	5	4	20	Raise awareness via training, induction and signage. See item on training policy.	
Open	H&S Policy	Legal Actions	We do not have a clear Health & Safety statement, with policies and procedures to reduce operational risks.	5	4	20	(1)Review existing H&S statement, policies and procedures (2) Identify (any) missing h&s items (3) Highlight training requirements (4) share summary of what we do and where it is recorded.	Requested clerk to get standard H&S policy documents from KALC
Open	Infection control	Reputation management & enforcement action	The dishwasher (Community Hall) is frequently left with dirty water in the machine. There is a risk of infection.	4	5	20	(1) Review operational instruction & signage (2) Document cleaning schedule	✓ CH Committee aware
Open	Knowledge management	Reduced effectiveness	Significant knowledge and local information stored in adhoc places (not on parish council computers) and with individuals.	4	5	20	Collate information in to one 'Teynham PC Guide', which sits alongside SO and FR.	
Open	Minutes & Actions	Reduced effectiveness	Minutes are now typically produced in about a week). How can we make further improvements (in particular actions following meetings)?	4	5	20	Create and use a robust meeting production timetable.	
Open	Training (policy)	Reduced effectiveness; legal action	We currently do not have a training policy or training matrix to help build knowledge and legal requirements.	5	4	20	Create Training Policy and identify training needs.	

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Open	Village Hall (External)	Significant draw on resources	The Chairman of the VHMC has indicated that the number of Village Hall Trustee may reduce to zero. This would mean the VH would close..	5	4	20	We have produced a contingency policy. Currently gathering further information.	
Open	Waste Management	Prosecution	Low knowledge of waste management requirements include waste transfer notes.	5	4	20	Raise awareness of waste regulations. Create Training Policy and identify training needs. Establish file for waste transfer notes.	
Open	3-year plan	Reduced effectiveness	We do not have a clear strategy/3 year plan, which highlights general direction, significant costs, and and how we plan to serve the local community	4	4	16	in progress: Create a simple vision and direction of travel; highlight potentials risks to costs	
Open	Email traffic	Reduced effectiveness	High level of internal email traffic within parish council makes identifying and tracking issues complex.	4	4	16	Review processes with aim of reducing email traffic	
Open	Aged debtors	Cash flow	We don't regularly report to full PC or F&GP on who owes us money (e.g. for Community Hall bookings, adverts in Teynham News and allotments etc)	3	5	15	(1) Set policy for invoicing (one off and regular hirers); (2) report to full PC on outstanding invoices (3) F&GP to review/agree any write-offs	<input checked="" type="checkbox"/> Identified <input checked="" type="checkbox"/> Invoiced (Adverts T-News) <input checked="" type="checkbox"/> Invoiced (Hall Bookings) <input checked="" type="checkbox"/> Monitored payment reports
Open	Building Regs	Financial loss	We need to ensure we follow the latest Building Regulation requirements.	3	5	15	Use RICS surveyor to specify major works on our behalf.	
Open	H&S Building Checks	legal proceeding	<b>Building Safety:</b> There are many operational risks when managing our own building/assets e.g. Community Hall/MUGA etc. Many of the safety checks are a legal requirement; some are also best practice.	5	3	15	(1) check what we already do and our record keeping. e.g. testing of emergency lights; testing fire exit doors and exit routes; legionnaires prevention; asbestos register and management plan; working at height, storage of cleaning materials, portable appliance testing, periodic electrical testing;	<input checked="" type="checkbox"/> CH Committee have scheduled risk assessment for Community Hall
Open	Insurance	Under/over insured	Insurance value calculated by members of parish council.	5	3	15	Once every 5 years, review valuations by RICS surveyor	
Open	Payroll	Financial loss	Clerk manages own salary	5	3	15	Recommendation from KALC (for small councils): Outsource payroll function.	
Open	Processes (HR)	legal proceeding	Some HR policies and processes are not in place (e.g. induction, learning and development, annual appraisals, monthly supervision).	3	5	15	(1)Identify missing processes (2) create, propose, approve procedures (3) investigate/check HR support for Clerk	<input checked="" type="checkbox"/> Recording Annual Leave
Open	Goods Received	Financial loss	Managing any form of incoming goods/services against goods ordered/receipt always presents a fraud/reputational risk to the organisation. For the Parish Council the level of goods received is relatively low, but should still be considered.	4	3	12	(1)Review process for managing goods received notes against original order. (2) Remind all TPC of the process for receiving incoming goods. (3) Review Delivery Notes (where are they stored?)	
Closed	Aged debtors	Cash flow	There are outstanding debtors for Community Hall bookings, adverts in Teynham News and allotments.	0	0	0	Identify outstanding debtors and invoice; collect income.	<input checked="" type="checkbox"/> Identified <input checked="" type="checkbox"/> Invoiced (Adverts T-News) <input checked="" type="checkbox"/> Invoiced (Hall Bookings)
Closed	Cash management (Christmas Event)	Financial loss	Payment for Christmas table stalls via cash payments. Payments not collected by clerk	0	0	0	(1)Review existing cash management policy (2)Ensure all members of TPC are aware of the cash handling policy (3)widely	<input checked="" type="checkbox"/> No cash transactions. Stall holders invoiced and pay by bank transfer
Closed	Committees	Reputation management	Committee meetings not scheduled.	0	0	0	(1)Schedule meetings for the next 12 months	<input checked="" type="checkbox"/> PC and committees meetings scheduled for the whole of 2024

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Closed	Debit Card	Financial loss	Historically, the debit card on Community Hall bank a/c has been used for General expenditure items .	0	0	0	(1) Review transactions already made (2) Provide guidance for use of debit card (3) Keep transactions separate (4) Investigate options to have separate debit card for general account	<input checked="" type="checkbox"/> F&GP aware <input checked="" type="checkbox"/> Next step: investigate options for separate debit card <input checked="" type="checkbox"/> Freeagent reporting makes it easier to review and monitor costs (whatever form of payment used)
Closed	Financial Reporting	Financial loss	Limited financial information at full TPC meetings. Good financial information reduces financial risk, and improves decision making	0	0	0	Using Freeagent to allocate financial data from bank account to produce a series of different reports	<input checked="" type="checkbox"/> Implemented financial reporting software (Freeagent) <input checked="" type="checkbox"/> Set up spending categories <input checked="" type="checkbox"/> Using standard reports
Closed	H&S COSHH	Legal Actions/ Loss of life	Wide range of harmful chemicals kept in cleaner's cupboard	0	0	0	Chemicals removed.	Initial review completed
Closed	T-News	Reputation management	External email address (non-TPC)used for T-News (editorial and agreeing adverts)	0	0	0	Create TPC email address	<input checked="" type="checkbox"/> New TPC email address created News@teynhamparishcouncil.org <input checked="" type="checkbox"/> Editorial separated from advertising.