



Dormansland Parish Council

Risk Assessment Policy

February 2026

(Approved at Full Council Meeting – 4th March 2026)

Risks

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although risks cannot be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk.

Risk is something that will affect the ability of the Council to achieve its objectives and meet its duties. Risk management is the process by which these risks are identified, evaluated and controlled. This document will be reviewed annually.

INVENTORY OF HAZARDS: All assets are insured including Public Liability. All locations have approval by relevant parties.					
ITEM	POTENTIAL HAZARD / RISK	WHO IS LIKELY TO BE INJURED	LEVEL OF RISK HIGH / MEDIUM / LOW	MEASURE / COMMENT	ASSESSMENT
Bus Shelters	Being struck by falling shelter, impact damage. Vandalism. Cost of replacement.	Public, pedestrians	LOW	Inspected four times a year by Councillor(s): Any repairs/maintenance requirements brought to the attention of the Council & Clerk.	Risk adequately controlled
Outside gym equipment Injury from falling Injury from equipment failure Vandalism	Injury from falling. Injury from equipment failure. Vandalism.	People using gym equipment	LOW/MED	Users of the equipment do so at their own risk. Equipment owned and insured by Tandridge District Council who have a regular inspection regime. Inspected on a monthly basis by a Councillor: Any repairs / maintenance requirements brought to the attention of the Council & Clerk for forwarding to Tandridge District Council.	Risk adequately controlled
Notice Boards Broken glass/ splinters Being struck by falling notice board	Broken glass/ splinters Being struck by falling notice board Vandalism Cost of replacement	Public Parish Council	LOW	Inspected monthly by the Clerk or Councillor when posting minutes. Any repairs/maintenance needs brought to the attention of the Council.	Risk adequately controlled
Vehicle Activated Speed Signs	Impact damage	Public	VERY LOW	Signs owned and insured by Surrey County Council who have a regular inspection regime. Inspected twice a year by Councillors: Any repairs /maintenance needs brought to the attention of the Council & Clerk for forwarding to Surrey County Council	Trivial Risk
Salt Bins	Slippery surfaces when using. Shattered plastic giving sharp edges. Vandalism Cost of replacement.	Public	MEDIUM	Users do so at their own risk. Inspected at least four times a year by Councillors: Any repairs /maintenance needs brought to the attention of the Council/Clerk.	Risk adequately controlled

ITEM	POTENTIAL HAZARD / RISK	WHO IS LIKELY TO BE INJURED	LEVEL OF RISK HIGH / MEDIUM / LOW	MEASURE / COMMENT	ASSESSMENT
BT Kiosk/ Community Defibrillator in Dormans Park	Being struck by falling shelter, impact damage. Vandalism. Cost of replacement.	Public	LOW	Dormans Park Roads Trust has agreed to maintain the kiosk and defibrillator.	Risk adequately controlled
Village Planters	Impact damage / splinters	Public	LOW	Inspected 4 times a year by Councillors: Any repairs /maintenance needs brought to the attention of the Council & Clerk.	Risk adequately controlled
Seats / benches	Impact damage / splinters	Public	LOW	Inspected 4 times a year by Councillors: Any repairs /maintenance needs brought to the attention of the Council & Clerk.	Risk adequately controlled
Jubilee Beacon	Being struck by falling structure. Impact damage / splinters	Public	LOW	Inspected twice a year by Councillors: Any repairs /maintenance needs brought to the attention of the Council & Clerk.	Risk adequately controlled
BT Kiosk/Community Defibrillator/Plough Inn Defibrillator/ House at Home Inn Defibrillator	Impact damage, risk of falling structure Equipment not operational when required.	Public	MEDIUM	The BT kiosk and equipment are inspected on a monthly basis by Councillor Bright. He receives regular reminders to inspect equipment and to replace consumables (pads & batteries). Inspections are confirmed on a National Register which monitors locations of defibrillators. Should a defibrillator be used, by the emergency services, a notification is sent for consumables to be replaced.	Risk adequately controlled
Flag pole	Being struck by falling structure. Impact damage / splinters	Public	LOW	Inspected 4 times a year by Councillors: Any repairs /maintenance needs brought to the attention of the Council & Clerk.	Risk adequately controlled
Silent Soldier	Impact damage / splinters	Public	LOW	Inspected 4 times a year by Councillors: Any repairs /maintenance needs brought to the attention of the Council & Clerk.	Risk adequately controlled

FINANCIAL AND MANAGEMENT RISK ASSESSMENT

RISK IDENTIFIED	RISK IMPLICATIONS	LEVEL OF RISK HIGH / MEDIUM / LOW	MEASURE / COMMENT	ASSESSMENT
Misappropriation of Council Funds by RFO/Clerk or Councillors	Monetary Loss to the Council Parish precept increases Adverse publicity resulting in loss of reputation	LOW	<p>All payments are made by electronic transfer which happens in two stages. The RFO enters the payment and then sends supporting documentation to Councillors. A Councillor then authorises the payment. All payments are approved by the Council in public meetings and recorded individually in the minutes. The clerk/RFO prepares monthly bank reconciliations and attaches bank statements for review and signing at Council meetings.</p> <p>An annual examination is performed by the Council's independent Internal Auditor. The annual accounts are then subject to a desktop audit by a Government appointed external auditor.</p> <p>Fidelity Guarantee insurance is in place.</p>	Risk adequately controlled
Loss of financial viability	Bankruptcy of Parish Council. Loss of local services and employment. Failure of Councillors to exercise due care. Adequacy of precept in order for the Council to carry out its statutory duties.	LOW	<p>Overall Control The Council reviews and monitors all financial affairs of the Council at its monthly Council meetings The Council adopted its own Financial Regulations in 2015, and these will be reviewed by the Clerk / Responsible Finance Officer annually. The Council maintains adequate reserves.</p> <p>Budgetary Control A detailed annual budget is prepared by the Responsible Finance Officer (RFO). This is reviewed by the Council as to the budget for the year ahead and hence the required precept. The Council consider this at its November/December meetings. The Council review and approve the budget and precept for the coming year. The RFO then submits the precept request to Tandridge District Council (TDC) by its January deadline. Receipts and payments v budget reports are submitted to each Full Council Meeting for review</p>	Risk adequately controlled
Salary/Expenses calculated incorrectly	Parish Precept	LOW	<p>Monthly payslips are generated to support salary payments showing base salary and any adjustments.</p> <p>Internal Audit Annual P35 return</p>	Risk adequately controlled

RISK IDENTIFIED	RISK IMPLICATIONS	LEVEL OF RISK HIGH / MEDIUM / LOW	MEASURE / COMMENT	ASSESSMENT
Incomplete or inaccurate financial records	Parish Precept Reputation of Parish Council	LOW	All receipts and payments are individually recorded in meeting minutes. Receipts and payments v budget reports are submitted to each Full Council Meeting for review, together with bank reconciliations. Internal /External Audit	Risk controlled adequately
Council Records - paper Paper Documents	Loss through water/fire damage Archive records - Loss would not affect the council achieving its objectives but would be a historical loss to the community.	LOW	Current working documents, current minutes and accounts are kept by the Clerk. Older material kept securely in Clerk's home office until taken to Surrey County Council for archiving and safe keeping.	Risk controlled adequately
Council records – electronic	Loss through theft, fire, damage Corruption of computer	MEDIUM	Electronic documents: Records are stored on a computer that was purchased for the Clerk. Files are backed up to the Cloud constantly. Minutes and agendas are also available on the Parish Council's website.	Risk controlled adequately
Election Costs	Risk of an election cost	MEDIUM	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the District Council. The Parish Council will consider this during the budgeting process.	Risk controlled adequately
Grants	Power to pay Authorisation of Council to pay	LOW	All such expenditure goes through the required Council process of application, approval, minuted and listed accordingly if a payment is made.	Risk controlled adequately
Failure to account for and recover VAT	Wasted resource	LOW	Clerk to maintain diary of essential activities	Risk controlled adequately
HMRC/PAYE requirements not met	Costs and possible litigation	LOW	Clerk to be trained correctly	Risk controlled adequately

GOVERNANCE RISK ASSESSEMENT

RISK IDENTIFIED	RISK IMPLICATIONS	LEVEL OF RISK HIGH / MEDIUM / LOW	MEASURE / COMMENT	ASSESSMENT
Inaccurate reporting of Council business in the Minutes.	Confusion and misunderstandings Actions not reflecting intentions of Council Non-compliance with statutory requirements	LOW	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed off at the next meeting of the Council. Minutes and agendas are displayed according to legal requirements. Business conducted at the council is managed by the Chairman.	Risk controlled adequately
Deemed inappropriate behaviour by an individual councillor	Loss of credibility of the Council as a whole	LOW	Individual Councillors are supplied with a copy of the model Code of Conduct for Parish and Town Council's and are expected to fully comply with it at all times. The Registers of Members' Pecuniary Interests (DPI') are maintained by the clerk who ensures it is complete and up to date. The register is available for public inspection on the Parish Council's website. Councillors are required to notify the Clerk of any changes in DPI's within 28 days of them coming into effect. The clerk is responsible for updating the Register of Members DPI's and forwarding the same to TDC within the 28-day period. Failure for Councillors to comply with this is a criminal offence.	Risk controlled adequately
The Parish Council become inquorate, because resignations are immediate and the process to recruit new councillors is a prolonged process	The Parish Council is unable to transact parish business	MEDIUM	Continue to advertise posts as appropriate. Also, communicate the benefits of being a PC member more regularly both on Facebook and in the Village Voice in order to create more interests in the posts. Consider asking existing members when resigning to work within the statutory parameters in order to ensure cover. Seek guidance from SALC as the statutory mitigating factors if any that can be used	Risk controlled adequately
The clerk leaves or becomes ill for a prolonged period of time.	The Parish Council are unable to conduct statutory meetings	LOW	In an emergency (to cover a temporary vacancy) a Councillor may fulfil the role of Clerk to the parish council. If the absence was prolonged a locum clerk would be appointed until a formal recruitment process could be initiated.	Risk controlled adequately

RISK IDENTIFIED	RISK IMPLICATIONS	LEVEL OF RISK HIGH / MEDIUM / LOW	MEASURE / COMMENT	ASSESSMENT
The inability to sustain planning or working groups because of being unable to be quorate and failing to meet statutory requirements	The PC are unable to meet minimum statutory requirements	MEDIUM	Priorities to be given to statutory areas such as monthly meetings and planning until a full complement of Councillors is reached. (See also inquorate Councillor numbers above).	Risk controlled adequately
Freedom of Information Act	Policy Provision	LOW	The Council has a model publication scheme for local councils in place.	Risk controlled adequately
Leaks of information	Reputational damage	LOW	Use of councillor email addresses to reduce the possibilities of sending an email to a third party in error.	Risk controlled adequately
Data protection breaches	Reputational damage	LOW	Training of Councillors in the responsibilities and use BCC when writing to residents.	Risk controlled adequately
Parish Council becomes dysfunctional due to the loss of continuity in the Chairman	Reputational damage	LOW	The statutory process allows for an annual election of the post of Chair annually.	Risk controlled adequately
The Parish Council does not consult with residents on key matters or inconsistently consults resulting in poor decision making and results in reputational damage for the Parish Council	Money is spent in areas that residents do not agree with resulting in dissatisfaction in the performance of the Parish Council.	MEDIUM	The 4-year election cycle will mitigate dissatisfaction. Consult with residents regularly and draw up annual plans aligned to resident's wishes. The Parish Council to be open in its communication of plans using the communication mechanisms in place as well as spending time in the community at local events such as the Carnival and Annual Parish Assembly.	Risk controlled adequately
Deemed inappropriate behaviour by the Council	Council and Councillors open to accusations of misconduct.	LOW	Council business is conducted during Council meetings, which are open to the public. This also applies to formal committees which have delegated powers. The Clerk to the Council attends all meetings and is responsible for advising the Chairman on the running of the meeting thereby ensuring it meets all appropriate standards and requirements. Any complaint made about the Council or an individual Councillor is referred to the TDC Compliance Officer.	Risk controlled adequately

RISK IDENTIFIED	RISK IMPLICATIONS	LEVEL OF RISK HIGH / MEDIUM / LOW	MEASURE / COMMENT	ASSESSMENT
Failure to comply with all appropriate laws and Regulations.	Loss of reputation and/or fine for individual Councillor or the Council.	LOW	<p>The Clerk is familiar with the legal requirements applicable to Councils. The Council has access to independent legal advice specialising in Council matters.</p> <p>Ensure requirements are met that all business activities are within legal powers applicable to the Council with powers used being recorded.</p> <p>Ensure proper use of Council funds under Section 137 of the Local Government Act 1972.</p> <p>Ensuring requirements are met to prepare Annual Statement of Accounts which presents fairly the financial position of the Council and its receipts and payments for the year.</p> <p>Maintain NALC and SALC memberships Train Clerk/gain qualification</p>	Risk controlled adequately
Members acting alone outside meetings	Members are not compliant with Council, personal risk and indemnities invalid	LOW	Councillors to read 'Good Councillor Guide' and avoid making commitments outside of meetings	Risk controlled adequately
Failure to complete / submit AGAR on time	Poor audit report and loss of public confidence	LOW	Clerk to maintain diary of essential activities	Risk controlled adequately
Improper contracting procedures	Possible loss of funds, poor level of service and possible increase in costs	LOW	Follow Financial Regulations Section 5 (2025 Model)	Risk controlled adequately
Lack of professional advice	Poor decisions made	LOW	Maintain NALC and SALC memberships	Risk controlled adequately
Lack of defined objectives	Resources not directed efficiently resulting in poor performance	LOW	Prepare and approve an annual and 3-year plan	Risk controlled adequately
Non-compliance with Data Protection	Costs and possible litigation	MEDIUM	Clerk and Councillors to be trained correctly	Risk controlled adequately

Risk Assessment carried out by Clerk - 17th February 2026. Signature..... Steven Rees

Reviewed at meeting held on: 4th March 2026

Signed by: (Chairman)