

Edenbridge Town Council Risk Assessment - Level 1 - Governance												
Risk Assessment current review 02/03/2026						Monitoring		Residual			Comment	
Risk No	Hazard	Risk	Severity	Likelihood	Total	Existing Controls	Date	Owner	Severity	Likelihood		Total
G001	Ineffective financial governance	Loss of reputation Legal challenge Loss of assets	5	4	20	Finance risk assessment	Annually & as needed	Council	5	1	5	
						Internal Audit plan and review	Ongoing	Council				
						External Audit policy	with Fiannce & Governance Committee					
						Contingency fund / Earmarked reserves					Improvements with budgetig. RESERVES reporting improved	
						Fidelity guarrantee						
						Insurance review						
						Finance regulations					New model FR and adapted to ETC Oct 2024	
						Finanace legislation updates						
						Budget procedures					Internal Auditor reviewed and satisfied Feb 26	
						Staff training						
						Monitoring of day to day activities						
						Charity Accounts independent					updated @ CC 22-23. Annual returns to CC annually	
Investment policy					F&G Feb 26. Council 09.March 2026							
Asset review					Buildings reviewed ongoing maintenace Plans. Asset register could be reviewd by F&G in detail. Online Assets updated annual with EOY.							
G002	Poor governance of community assets	Loss of reputation Legal challenge Loss of assets	5	4	20	Buildings risk assessment	Ongoing	Council	3	1	3	BM carries out/records on Safetynest. In the process of improving H&S monitor of the buildings.
						Contractors documentation	with Finance & Governance Committee					Register & documents upto date for new contractors. Existing need PL
						Environmental policy	Ongoing				reviewed council Sept 25	
						Insurance					Reviewed annually May & June. Publish it	
						Asset register					Have EDGE online	
						Public liability insurance					Annually renewed £10m	
						Building security					Good - main building alarmed and security Besure	
						Asbestos inspections					Register has 3 sites.	
						Planned Maintenace Programme						
						Fire Risk Assessment review					Redone Nov 2025. Guidelines now 2yearly to be done 2025. And BM regualr checks. Have extinguisher annually serviced	
					Legionella					Two yearly Risk Assessment in place. Feb 205 & redoing 2026		
G003	Failure to provide Duty of Care	Loss of reputation Insurance claim Legal challenge	5	4	20	Personnel risk assessment		Council	3	2	6	No changes all good. Improvements being made with H&S monioting on SafetyNest. Also Worknest annual H&S audit
						Activities risk assessment	with Council & Personnel Committee					Need to reinstae better Safetynest dugial records.
						Health and safety policy						
						Annual external H & S review						
						Personal liability insurance						
						Public liability insurance						
						Employment policies						
						Staff Handbook						
						Training programme					E-Learning portal; appraisals.	
						COSH register						
						Motor insurance						
						Volunteer insurance						
						First Aid provision annual assessment						
						Medical health review						
Staff appraisals												
Provison of PPE												
Members' allowances												
External HR advice												
Mental Health - staff & Councillors												

Edenbridge Town Council Risk Assessment - Level 1 - Governance			Risk Assessment current review 02/03/2026			Monitoring		Residual			Comment	
Risk No	Hazard	Risk	Severity	Likelihood	Total	Existing Controls	Date	Owner	Severity	Likelihood		Total
G004	Failure to maintain Open Spaces	Loss of reputation Insurance claim Legal challenge	5	4	20	Open spaces risk assessment		Council	4	1	4	Groundsteam monitoring; OS Committee; H&S monitoring portal
						Public liability insurance	Open Spaces Committee					
						Health and safety policy	min meetings 5x yearly					
						Environmental Policy						
						Annual external H & S review						
						Street lighting review						
						Open Spaces monitoring - Committee (min meetings 5x yearly)						
						Visual checks of facilities - part of groundstaff activities						
						Allotment policy						
						Waste Management policy						
						Headstone check						
						6-monthly visual tree survey						
						2-yearly external full tree survey & report						Next one April 2026 (last 2024)
						Playground & Gym inspections - weekly visual checks						
						Playground & Gym annual external inspections						
G005	Inability to provide Council Services	Loss of reputation Legal challenge	5	4	20	Governance Risk Assessment	Annually	Council	4	1	4	
						Public liability insurance						
						Emergency Planning annual review						Now using M365 and Sharepoint; callswitch
						Annual Town Meeting						
						Annual check on leases						
						Annual check on land ownership						
						Forward Planning Steering Group						
						Computer support						PS Tech IT contractor
						Appropriate staffing levels						
						Data Protection and GDPR policies						2026 reviewed with new polices and procedures
						Webiste						2025 renewed enhance security/protected
G006	Failure to maintain Professional Conduct and inability to achieve Legislative Compliance	Loss of reputation Legal challenge	5	5	25	Councillor training	As required		2	2	4	
						Code of conduct						Renewed same as principal authority and adopted 2025
						Register and declarations of interest						
						Standing Orders						NALC model and updated 2024
						Data protection policy						2026 reviewed with new polices and procedures
						Communication and publicity policy						
						Governance Risk Assessment review						
						Annual Report						
						Recording of gifts						
						Videoing of council meetings						Have policy and retention policy for deleting
						Review of byelaws						With MCHLG
						Review of vision and fundamental principles						Reviewed annually Forward Planning Steering Group
						Processing corresponence						
						Timely responses to consultations						
						Trained Clerk & deputy & RFO						
						Recording of minutes						New App minute system - 1 true copy