



## **Drayton Parish Council**

# **RISK MANAGEMENT POLICY AND RISK SYSTEM**

**First Drafted March 2007**

**Reviewed and Revised September 2016<sup>5</sup>**

**Re-Adopted: 5<sup>7</sup><sup>th</sup> September 2016<sup>5</sup>**

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# Section 1: Introduction

Drayton Parish Council is committed to identifying and managing risks. This document outlines the Risks and Procedures to control risk. Risk is an important part of Parish Council work as it involves financial management, and provides stewardship of public funds.

There are 2 sections to the Risk System. Section 2 is the Risk Policy adopted by Drayton Parish Council, and Section 3 is the areas identified as having potential risk, and what the Parish Council should do to control these risks.

The Appendices contain information on the Standing orders adopted by the Parish Council, information on the Insurance policy and who is responsible for inspections of Parish Council assets. It also contains the Parish Council asset Register and Risk Assessment Documents.

## Section 2: Risk Management Policy

Drayton Parish Council is committed to identifying and managing risks, using the following procedures, and to ensuring that risks are maintained at an acceptable level.

Any action that is felt necessary will be taken by the Drayton Parish Council.

The Clerk and Council will review risks on a regular basis, including any newly identified risks, and will report to the Parish Council and Finance & Personnel Committee. The review will include identification of any unacceptable levels of risk.

The Local Councils Governance and Accountability Guidance makes the following observations regarding risk management:

1. Risk management is not just about financial management : it is about setting objectives and achieving them in order to deliver high quality public services.
2. The new approach places emphasis on local councils strengthening their own corporate governance arrangements, improving their stewardship of public funds and providing assurance to taxpayers.

It goes on to make the point that Members are ultimately responsible for risk management because risk threatens the achievement of policy objectives. Members should, therefore –

- a. take steps to identify key risks facing the Council
- b. evaluate the potential consequences to the Council if an event identified as a risk takes place
- c. decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

To identify the risks facing a council, the Guidance recommends beginning by grouping the three main types of decisions that have to be taken into the following areas:

- i. Areas where there may be scope to use insurance to help manage risk
- ii. Areas where there may be scope to work with others to help manage risk
- iii Areas where there may be need for self-managed risk.

## **SECTION 2.1: AREAS WHERE THERE MAY BE SCOPE TO USE INSURANCE TO HELP MANAGE RISK`**

### **2.1A. RISK IDENTIFICATION**

#### **a. Protection of physical assets e.g. buildings, furniture, equipment**

All physical assets are insured under an insurance policy. See Appendix B note 1

#### **b. Risk of damage to third party property or individuals as a result of the Council providing services or amenities to the public**

Drayton Parish Council has a Public Liability Insurance,. See Appendix B note 2. It has also personal accident liability cover for employees, and members under the above policy.

#### **c. Risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss)**

Included in insurance policy cover.

#### **d. Loss of cash through theft or dishonesty (fidelity guarantee)**

The Council has Fidelity Guarantee cover. See Appendix B note 3 for all members and employees.

#### **e. Legal liability as a consequence of asset ownership (public liability)**

See b. above

### **2.1B. INTERNAL CONTROLS**

#### **a. Maintain an up-to-date register of Assets and Investments**

An Asset Register is to be compiled annually by the Responsible Financial Officer and is presented to Council with Annual Accounts each year

#### **b. Regular maintenance for physical assets**

The Village Caretaker will undertake regular inspection of the Play Equipment. Maintenance of sites and equipment is undertaken on a responsive basis. Playground equipment is checked independently by RoSPA on an annual basis.

#### **c. Annual Review of risk and the adequacy of insurance cover**

The Finance & Personnel Committee will review the insurance cover annually, make recommendations, as necessary, to the Parish Council and update cover as required.

#### **d. Ensuring robustness of insurance providers**

Drayton Parish Council uses Zurich Municipal and the Parish Council is confident that Zurich Municipal Insurance cover is sufficiently robust.

### **2.1C. INTERNAL AUDIT ASSURANCE**

#### **a. Review of internal controls in place and their documentation**

Internal controls are reviewed as necessary by the Clerk and Internal Auditor. Recommendations from the Clerk and Internal Auditor are submitted to Council through the Finance & Personnel Committee.

#### **b. Review of management arrangements regarding insurance cover**

This forms part of the Finance & Personnel Committee review at time of annual renewal

#### **c. Testing of specific internal controls and reporting findings to management**

This is undertaken as part of the audit process. Reports are presented to Finance & Personnel Committee and minuted accordingly

## **SECTION 2.2: AREAS WHERE THERE MAY BE SCOPE TO WORK WITH OTHERS TO HELP MANAGE RISK**

### **2.2A. RISK IDENTIFICATION**

#### **a. Maintenance for amenities or equipment**

All premises are maintained as far as possible within the budget set by the Finance & Personnel Committee and approved by full Council. Maintenance is undertaken where it is considered appropriate, by the village caretaker and contractors used as needed, with quotations received in advance of any work.

#### **b. Banking Services**

Reviewed periodically by Finance & Personnel Committee. All cheques and online payments are prepared first by the Clerk and then require two Members signatures. Council reviews and approves all payments.

#### **c. Professional services, contractors etc.**

The Council endeavours to ensure that wherever possible it has the opportunity to select the provider of any professional service it requires, including approved contractors from VWHDC or OCC. Any professionals whose services it uses are well established and often selected on recommendation. Where possible a short-list of three is drawn up.

### **2.2B. INTERNAL CONTROLS**

#### **a. Standing Orders and Financial Regulations dealing with the award of contracts for services or the purchase of capital equipment**

The Council adopts the OALC guideline Standing Orders that govern the awarding of contracts. Standing Orders and Financial Regulations are reviewed annually at the May Annual Meeting of the Council.

#### **b. Clear statements of management responsibility for each service**

Under Standing Orders, the Finance & Personnel Committee has management responsibility for all budgets.

#### **c. Regular Scrutiny of performance against targets**

See b. above.

#### **d. Arrangements to detect and deter fraud and/or corruption**

Invoices are subjected to scrutiny by both the Clerk/(RFO) and the Finance Chairman.  
All -cheque/online signatories are Councillors.

#### **e. Regular bank reconciliation, independently reviewed**

Bank statements are received monthly and are seen by the Clerk (RFO). A reconciliation is presented at each Finance & Personnel Committee at which time the bank balances are confirmed, and details of balances are given to each monthly Council meeting

2.2C. INTERNAL AUDIT ASSURANCE

**a. Review of internal controls in place and their documentation**

Internal controls are reviewed as necessary by the Clerk and Internal Auditor. Recommendations from the Clerk and Internal Auditor are submitted to Council through the Finance & Personnel Committee.

**b. Review of minutes to ensure legal powers are available and the basis of the powers recorded and correctly applied**

Where appropriate, legal powers bestowed on the Council are recorded in the minutes against decisions taken. The minutes of meetings are also reviewed during the audit process.

**c. Review and testing of arrangements to prevent and detect fraud and corruption**

The use of Standing Orders, internal controls and consideration by Council are all methods which contribute to prevent and deter fraud and corruption.

**d. Review of adequacy of insurance cover provided by suppliers**

Any contractors working for the Parish Council are asked for proof of insurance cover.

**e. Testing of specific internal controls and report findings to management**

This is undertaken as part of the audit process. Reports are presented to the Finance & Personnel Committee and minuted accordingly.

**SECTION 2.3: AREAS WHERE THERE MAY BE A NEED TO SELF-MANAGE RISK**

2.3A. RISK IDENTIFICATION

**a. Keeping proper financial records in accordance with statutory regulations**

Financial records kept in accordance with the statutory requirements by the clerk, fall within the responsibility of the Finance & Personnel Committee and are reviewed as part of the Audit process.

**b. Ensuring all business activities are within legal powers applicable to Parish Councils - See Section 2 Internal Audit Assurance (b.)**

**c. Complying with restrictions on borrowing**

The Council is within the current borrowing parameters. The Council does not currently have any borrowings.

**d. Ensuring that all requirements are met under employment law and Inland Revenue regulations**

The Clerk and Deputy Clerk are the only Parish Council Employees. Inland Revenue calculations are made by the Clerk and are subject to the audit process. Salary forecasts are based on the advice from the Clerks National Pay Scale and is not controlled by the Council. Independent legal advice is taken as necessary.

**e. Ensuring all requirements are met under Customs and Excise regulations (especially VAT)**

All such requirements are met by the Responsible Financial Officer and the Internal Audit process

**f. Ensuring the adequacy of the annual precept within sound budgeting arrangements**

Committee budgets are reviewed by Finance & Personnel Committee and approved by full Council in accordance with the Council's budget procedure.

**g. Ensuring the proper use of funds granted to local community bodies under specific powers or Section 137**

Grant applications are considered by the Finance & Personnel Committee and recommended to full Council for approval. Section 137 grants are listed separately in the annual accounts.

**h. Proper, timely and accurate reporting of the Council business in the minutes**

Council minutes are prepared by the Clerk/Deputy Clerk. They are distributed to Members in advance of the subsequent meeting, verified as a correct record as one of the first items of business of that meeting and signed at the meeting. Failure to do so is recorded. Committee minutes are presented to full Council for information and comment and are signed as a correct record at the subsequent Committee meetings.

**i. Responding to electors wishing to exercise their rights of inspection**

The rights of inspection to electors is adhered to in accordance with current legislation. In accordance with the Freedom of Information Act, all relevant documents are available on demand by post. Agendas and Minutes; Accounts and Annual Returns and Auditors' Reports are published on the Council's website. All payments are listed in Council Minutes.

**j. Meeting the laid down timetables when responding to consultation invitations**

Every effort is made to meet specified timetables when responding to consultation invitations

**k. Proper document control**

Paperwork is retained in accordance with national guidelines and relevant documents (such as the Retention and Disposal Policy adopted by the Council) are available for viewing on request.

**l. Register of members' interests and gifts and hospitality is place, complete, accurate and up-to-date**

The members' register of interests is administered by the Clerk and the master copy is held by the Monitoring Officer at Vale Of White Horse District Council and published on the VWHDC website. To the best knowledge of the Clerk these are accurate and up-to-date. It is the responsibility of Members to notify the Clerk/VWHDC of changes. The Clerk reminds councillors on a regular basis to notify if any of their interests have changed.

2.3B. INTERNAL CONTROLS

**a. Regular scrutiny of financial records and proper arrangements for the approval of expenditure**

Comprehensive measures are in place for the internal and external approval of Expenditure.

**b. Recording in the minutes the precise powers under which expenditure is being approved**

See Section 2 Internal Audit Assurance (b.)

**c. Regular returns to the HM Revenue & Customs; contracts of employment for all staff; systems of updating records for any changes in relevant legislation reviewed by Council**

HM Revenue & Customs Returns are completed online by the Clerk -and are subject to internal audit. Staffing issues are referred to Council.

**d. Regular returns of VAT**

The Clerk as RFO is responsible for completion and submission of VAT returns, which are notified to Finance & Personnel Committee and submitted at least annually.

**e. Procedures for dealing with and monitoring grants, or loans, made or received**

See Table 1 Risk identification (h.) There is no outstanding loan made. See Table 2 loan outstanding, repayment schedule.

**g. Minutes properly numbered with a master copy kept in safekeeping**

All Council and Committee minutes are correctly numbered. These are loose leaf and signed copies are sent to the Oxfordshire Record Office at appropriate intervals. Original copies are kept in Minute books with the Clerk and are made available on the Council's website.

**h. Documented procedures to deal with enquiries from the public**

Calls, letters and e-mails are dealt with as soon as practicable unless referred to Council of Committee. In such cases, acknowledgement of enquiry is made.

**i. Documented procedure to deal with responses to consultation requests**

Consultation requests are referred to the Council. They may be further delegated to a Committee or working group as appropriate. The course of action taken is minuted. Copies of correspondence are circulated to all Members or those expressing an interest.

**j. Monitoring arrangements regarding Quality Council status**

Currently not applicable

**k. Documented procedures for document receipt, circulation, response, handling and filing**

The Clerk receives and delegates all mail as appropriate. All relevant mail is listed with Council or a Committee for consideration of information. Mail for action is dealt with accordingly and filed appropriately when actions are completed.



**l. Procedures in place for recording and monitoring members' interest and gifts and hospitality received**

See Section 3 Risk identification (l.)

**m. Adoption of Codes of Conduct for members and employees**

The Council adopted the Code of Members Conduct in 2012. Employees' Code of Conduct is in accordance with their individual contracts of employment. At present there is no other statutory code for employees.

**2.3C. INTERNAL AUDIT ASSURANCE**

**a. Review of internal controls in place and their documentation**

Internal controls are reviewed as necessary by the Clerk and Internal Auditor. Recommendations from the Clerk and Internal Auditor are submitted to Council through its Finance & Personnel Committee.

**b. Review of minutes to ensure legal powers in place, recorded and correctly applied**

See Section 2 Internal Audit Assurance (b.)

**c. Testing of income and expenditure from minutes to the Accounting package, from bank statements to the Accounting package, from minutes to statements etc.**

The testing of these procedures forms part of the internal controls currently in place. The system is also tested during the audit process.

**d. Review and testing of arrangements to prevent and detect fraud and corruption**

See Risk Assessment Strategy.

**e. Testing of specific internal controls and reporting findings to management**

Where appropriate, the results of such testing as part of the internal controls will be reported to the appropriate Committee or Council. Similar reporting to Council will be made as part of the internal audit.

**f. Computer data safety**

All necessary procedures and documents are computerised and all relevant areas of Clerks computers are backed-up regularly online using a cloud-based system operated by Microshade. Accounts and Burial software, hosted remotely by Microshade, is provided by RBS Software Systems.



### Section 3. Risk Assessment Strategy

<u>Key risks facing the Council</u>	<u>Potential consequences should risk occur</u>	<u>Measures to be taken</u>	<u>Whom</u>
<b>Assets: Bus Shelters</b>			
1.) Damage to the bus shelters	The need to make good the damage with the potential accompanying cost to the Council. Potential claim against the Council.	* Regular inspection of the bus shelters.  * Insurance of bus shelters against all risks. * Potential claim against third party. * Annual review of insurance cover.  * Internal Audit assurance.	See Appendix C  Note 2.  Finance & Personnel Committee
2.) Deterioration of bus shelters	The need to make good the damage with the potential accompanying cost to the Council. Potential claim against the Council.	* Annual inspection of bus shelters followed by action should repairs be necessary.	See Appendix C  Note 1.
<b>Assets: Communications</b>			
1.) Damage to public notice boards	The need to make good the damage with accompanying cost to the Council	* Insurance against all risks * Annual review of insurance cover  * Internal Auditor assurance.	Finance & Personnel Committee
2.) Deterioration of public notice boards	The need to make good the deterioration with accompanying cost to the Council	* Annual inspection of the notice boards with repairs undertaken if necessary.	See Appendix C Note 1.

**Asset: War Memorial**

1.) Potential harm to members of the public	Potential claim against the Council	<ul style="list-style-type: none"> <li>* Insure Council against public liability</li> <li>* Annual inspection to check for deterioration and repair undertaken if necessary</li> </ul>	See Appendix C Note 1.
2.) Damage to war memorial (Lych Gate)	The need to repair or replace the structure with accompanying cost to the Council	<ul style="list-style-type: none"> <li>* Regular inspection to check for damage. Insurance cover against all risks.</li> <li>* Annual review of its insurance cover to ensure its adequacy</li> <li>Insured by Parochial Church Council.</li> </ul>	See Appendix C Note 2. Finance & Personnel Committee

**Asset: Play areas and equipment**

(see asset register for listing)

1.) Deterioration of play area equipment	The need to repair or replace with accompanying equipment cost to the Council.	* Regular visual inspection of play area equipment and repairs undertaken if necessary.	See Appendix C Note 2.
2.) Damage to play area equipment	The need to repair or replace the damaged equipment with accompanying cost to the Council.	<ul style="list-style-type: none"> <li>* Insurance cover against all risks.</li> <li>* Potential claim against third party.</li> <li>* Annual review of insurance cover to ensure its adequacy</li> <li>* Internal Audit assurance.</li> </ul>	Finance & Personnel Committee

**Assets: Gates and Fences**

1.) Deterioration of gates and fences	The need to repair or replace with accompanying cost to the Council	*Regular inspection of gates and repairs or replacement undertaken if necessary.	See Appendix C Note 1.
2.) Damage to gates and fences	The need to repair or replace the damaged equipment with accompanying cost to the Council.	*Regular inspection to gates and repairs or replacement undertaken if necessary.  * Insurance cover against all risks. * Potential claim against third party. * Annual review of insurance cover to ensure its adequacy. * Internal Auditors assurance.	See Appendix C Note 1.  Finance & Personnel Committee

**Assets: Office Supplies & Equipment**

(see asset register for listing)	The need to replace the equipment with accompanying cost to the Council.	* The equipment is kept at the Clerk/Deputy Clerk's home. * Annual review of insurance cover to ensure its adequacy. Insurance cover - All Risks.	Finance & Personnel Committee
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**Assets: Other Properties**

(see asset register for listing)	1.) Damage	The need to repair or replace the damage with accompanying cost to the Council.	* Insurance cover - all risks. * Annual review of insurance cover to ensure its adequacy. * Internal Audit assurance.	Finance & Personnel Committee
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**Assets: Street Furniture**

(see asset register for listing)

1.) Litter and Dog bins	The need to repair or replace bins with accompanying cost to the Council. Potential claim against the Council	* Annual inspection of bins and repairs undertaken if necessary. * Public Liability insurance * Internal Audit insurance.	See Appendix C Note 1.
2.) Village seats (deterioration / damage)	The need to repair or replace public seats with accompanying cost to the Council. Potential claim against the Council	* Annual inspection of seats and repairs effected where necessary. * Insurance cover - all risks. * Annual review of insurance cover to ensure its adequacy. * Internal Audit assurance.	See Appendix C Note 1.  Finance & Personnel Committee
<b>Asset: Allotments</b>			
1) Damage to Allotments	The need to repair or replace the damage with accompanying cost to the Council. Potential claim against the Council.	* Regular inspection of allotments by wardens. * Insurance against all risks. * Potential claim against third party. * Annual review of insurance cover.	See Appendix C Note 1.  Finance & Personnel Committee
2.) Deterioration of allotments	The need to make good the damage with the potential accompanying cost to the Council. Potential claim against the Council.	* Internal Audit assurance. * Annual inspection of allotment.  followed by action should repairs be necessary.	See Appendix C Note 1.

**Asset: Burial Ground**

1) Damage to burial ground	The need to repair or replace the damage with accompanying cost to the Council. Potential claim against the Council.	* Regular inspection of burial ground. * Insurance against all risks. * Potential claim against third party. * Annual review of insurance cover.	See Appendix C Note 1.  Finance & Personnel Committee
2.) Deterioration of Burial Ground	The need to make good the damage with the potential accompanying cost to the Council. Potential claim against the Council.	* Internal Audit assurance. * Annual inspection of Burial Ground.  followed by action should repairs be necessary.	See Appendix C Note 1.
<b>Safety in Open Spaces</b>			
1.) Member of the public injures him/herself through falling on the footpaths	Potential claim against the Council	* Check paths regularly to ensure that members of the public can use it safely * Insure Council against public liability	See Appendix C Note 1.
<b>Safety in Play Area, BMX track</b>			
1.) Young person suffers injury	Potential claim against Council through damaged or poorly maintained equipment	*Regular visual inspection of all equipment. * Additional inspection by Wicksteed Leisure Services * Annual inspection by RoSPA * Insure Council against public liability	See Appendix C Note 1. See Appendix C Note 1.
2.) Young person/adult suffers injury through broken glass or other item of potentially harmful litter	Potential claim against Council	*Regular visual inspection of all equipment.	See Appendix C Note 1.

**Council Finances**

<p>1.) Financial prudence and probity (excl. points covered in Fraudulent Activity and Money)</p>	<p>Potential damage to Council reputation</p>	<ul style="list-style-type: none"> <li>* Ensuring the adequacy of annual precept within sound budgetary arrangements</li> <li>* Quarterly budgetary monitoring statements (Finance or Council meetings)</li> <li>* Regular scrutiny of financial records</li> <li>* Proper arrangements for the approval of expenditure</li> <li>* Recording in the minutes the precise powers under which expenditure is being approved.</li> <li>* Regular VAT returns</li> <li>* Internal Audit assurance</li> </ul>	<p>Finance &amp; Personnel Committee</p> <p>Finance &amp; Personnel Committee</p> <p>Finance &amp; Personnel Committee</p> <p>See Appendix C Note 4.</p> <p>Parish Clerk.</p> <p>Parish Clerk.</p>
<p>2.) Fraudulent Activity</p>	<p>Financial Loss</p>	<ul style="list-style-type: none"> <li>* Two Councillors signatories to each Cheque/approved online payment</li> <li>* Nominated Councillor Check invoices before signing cheques and initialling stubs/agreeing online payments</li> <li>* Council to authorise payments at Ordinary meetings.</li> <li>* Internal Audit assurance</li> <li>*Nominated Councillor Audit to check petty cash once allotment rental received. (Only source of</li> </ul>	<p>See Appendix C Note 3.</p> <p>See Appendix C Note 3.</p>



		cash)	
		*Nominated Councillor Audit to check statements of current and deposit accounts at Finance Meetings	See Appendix C Note 3.
		* Nominated Councillors' Audit to check statement of investment account regularly	See Appendix C Note 3.
		* To keep proper records in accordance with statutory requirements and follow financial regulations.	Parish Clerk.
		* Insurance cover - Fidelity: approx." 50%	Finance & Personnel Committee
3.) Money	Losses excluded under fraudulent activity above	of the precept plus any other balances"	
		* Cash (petty cash) and cheques kept safe and banked as soon as feasible but within 5 working days of receipt.	Parish Clerk.
		* Keep proper records in accordance with statutory requirements and follow financial regulations.	Parish Clerk.
		* Insurance cover	
		* Annual review of insurance cover to	Finance & Personnel Committee
		ensure its adequacy.	
		* Internal Audit assurance	

**Councillors and Employees**

1.) Probity of Parish Councillors	Potential damage to the Council and councillors' reputation	* Remind councillors at each meeting of the need to consider each agenda item and decide whether to declare an interest. * Remind councillors quarterly at meeting that they need to review their entry in the statutory Register of Members' Financial and Other Interests and to provide the Monitoring Officer (Clerk) within 28 days of receiving any gift or hospitality over the value to £25.00 and the nature of that gift and hospitality. * Insurance cover - Employer's liability	Chair Parish Council  Chair Parish Council
2.) Negligence, accidental error or omission	Potential claim against the Council	* Insurance cover and Internal Audit	
3.) Libel and Slander (Councillors & Clerk only) occurrence	Potential claim against the Council	* Insurance cover	
4.) Personal accident	Potential claim against the Council	* Internal Audit assurance	

**Bye Laws**

1) Bye Law Enforcement	Potential loss in connection with Bye-Law.	Ensure register is up to date and properly maintained	See Appendix C Note 1.
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**Planning & Development Control**

1) Failure to return Parish comments by	Potential claim against the Council.	Ensure planning applications are dealt with	See Appendix C
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Planning Authority deadline

promptly by circulating.  
Liase with Planning Authority for extensions  
if possible when required.

Note 1.

2) Failure to give reasonable  
grounds for  
decision.

Potential claim against the Council.

Ensure Planning committee are aware of  
responsibility.  
Ensure Planning committee meetings are  
arranged and policies are made where  
appropriate.

Chair Planning

Chair Planning

Appendices

Appendix A

**Adopted Standing Orders.**

The NALC Standing Orders document was formally re-adopted at the May 2015 Annual Meeting of the Council

Appendix B.

**Insurance Cover**

Note 1: Drayton Parish Council Insurance with Zurich Municipal under Policy YLL-2720430143

Note 2: The above policy provides Public liability cover of £10,000,000.

Note 3: The above policy provides Fidelity Insurance Guarantee up to £100,000.

Appendix C

**Risk Assessment Responsibility List**

Note 1: Annual Inspection of Council Property. This inspection is to be carried out in October of every year. This ~~is to ensure~~ that the inspection has been completed prior to the renewal of the Insurance policy ~~the following~~ June. The inspection team should be drawn from volunteers at the Parish Council Meeting, but should primarily be the General & Leisure Working Group.

Note 2: The Village Caretaker should undertake regular visual inspections of equipment for wear and damage and report accordingly in his/her monthly report. In the instance of the play equipment it should be monthly.

Note 3: Finance checking will be carried out by the Chair of Finance. In the absence of Chair of Finance any member present at the meeting will carry out the required check(s). The member carrying out the check will minuted accordingly

Note 4: All expenditure will be agreed at Parish Meetings by Full Council, unless other powers prevail.

Appendix D

**Asset Register.**

Drayton Parish Council Risk Management Policy and Risk System

<b>Drayton Parish Council</b>		<b>Schedule of Assets</b>	<b>September 2015</b>	<b>December 2013</b>
<b>No.</b>	<b>Description</b>	<b>Location</b>	-	-
<b>i)</b>	<b>Land</b>			
	Burial Ground	Parish Land as specified		
	Allotments	Parish Land as specified		
	Village Green	Parish Land as specified		
	Lyford Close Play Area	Parish Land as specified		
	Lockway Play Area	Parish Land as specified		
	Lockway Recreation Ground	Parish Land as specified		
	Sutton Wick Lane	Parish Land as specified		
<b>ii)</b>	<b>Street Furniture</b>			
	1 Wooden Seat	Burial Ground by church entrance - Dedicated to John Spencer.		
	Watertap cabinet	burial Ground		
	1 Rushton 7ft bench seat/plaque	Burial Ground, by bins. dedicated to Philip Webb		
	9 litter bins	8) Burial Ground (2 bins)		
	2 black compost bins	Burial Ground		
	Misc Noticeboards	St Peters Church		
	Lych Gate	St Peters Church.		
	4 metal & wood seats	1) "Lister" @ Post Box High Street		
	9 dog bins	1) High Street by Pumping station under Horse chestnuts.		
	4 metal & wood seats	2) High Street near The Green		



Drayton Parish Council Risk Management Policy and Risk System

Village Cross	Village Green	
4 Concrete Seats	2 at each Bus Stop The Green	
2 Wooden/concrete seat	The Green - Dedicated to Bert de Haan.	
salt bin	The Green	
Bus shelters	Arun enclosed Millennium bus shelter - The Green	
Bus shelters	3 bay Warwick bus shelter - The Green	
9 dog bins	2) Bus Stop The Green manor farm side.	
9 litter bins - VWHDC	1) Green VOWHDC--The Green by seat Didcot Side	
9 litter bins - VWHDC	2) Black -The Green by Bus Stop Manor side.	
9 litter bins - VWHDC	3) Green - VOWHDC - The Green by Shelter Abingdon Side	
Lockable Notice board	Inside the Millennium bus shelter	
Misc Notice boards x 2	The Green	
seat	seat inside bus shelter	
4 metal & wood seats	3) Steventon Rd Under Oaks	
9 dog bins	3) Steventon Road under Oaks.	
Misc Notice boards	Steventon Road	
9 dog bins	Eastway	
bus shelters	Steventon Road, past bridge	
9 dog bins	End of bridleway near Village hall	
4 metal & wood seats	4) Lockway Play Area	
9 litter bins - Drayton PC owned	9) Black - Inside Lockway play area	
9 dog bins	4) Hilliat Fields.	
Gate	Lyford close play area	
9 litter bins - Drayton PC	7) Green - Post mounted - Lyford close Play Area.	
salt bin	Lyford Close	

Drayton Parish Council Risk Management Policy and Risk System

	9 litter bins - VWHDC	Green Vale Bin by crossing	
	Misc Notice boards	shop on Abingdon Road	
	2 Wooden/concrete seat	On Grass area entrance to Sutton Wick Lane.	
	9 litter bins - VWHDC	Green Vale Bin	
	4ft 'Traditional' wooden seat	Sutton Wick Lane by Post Box	
		In memory of Brian Purbrick	
	water pump	Sutton Wick lane near entrance to Millennium Green	
	9 litter bins - Drayton PC	9) By pond on Millennium Green	
	9 dog bins	7) Sutton Wick/Millennium Green entrance.	
	9 dog bins	6) Lime Close/Millennium Green entrance.	
	9 dog bins	5) Henleys Lane Millennium Green entrance.	
	water pump	Henleys Lane	
<b>iii)</b>	<b>Play Equipment</b>		
	Mizzen mast climbing frame	Lockway Play area.	
	4 seat swing	Lockway Play area.	
	spinning bowl	Lockway Play area.	
	twister single helix	Lockway Play area.	
	Twister Double helix	Lockway Play area.	
	Slide/climber	Lockway Play area.	
	Rocking horse with damper unit	Lockway Play area.	
	Elephant coil spring mobile	Lockway Play area.	
<b>iv)</b>	<b>Equipment</b>		
	Dell laptop (new)	With Deputy Clerk	
	Canon b&w Printer	With Deputy Clerk	
	Dell laptop (old)	With Clerk	

# Drayton Parish Council Risk Management Policy and Risk System

	Epson colour printer/scanner	With Deputy Clerk		
	2 hosepipes	With Robin Butler		

*Appendix E*

**Risk Assessment Documents.**

**Inspections carried out During:**

**1) Financial**

**Carried out on :**

**By:**

- i) Check Asset Register against physical assets for errors or omissions.
- ii) Check Insurance of Parish Street Furniture is adequate and correct.
- iii) Check Insurance of Parish Play Equipment is adequate and correct.
- iv) Check for other items which should be insured.
- v) Check Public and Other Liability Insurance is adequate for cover required.
- vi) Check Fidelity Guarantee is adequate for Savings Held.

**2) Council Activities**

**Carried out on :**

**By:**

- i) Check of Council Finances.
  - 1) Financial Prudence and probity.
  - 2) Fraudulent Activity
  - 3) Money
- ii) Check on Parish Councillors and Employees.
- iii) Bye Laws. Check of register and maintenance of such.
- iv) Planning and Development Control.

### **3) Annual Inspections**

**Carried out on :**

**By:**

- i) Bus Shelters. Check for deterioration
  - 1) Bus Shelter Abingdon Bound
  - 2) Millennium Bus Shelter Didcot bound
- ii) Notice Boards. Check for deterioration
  - 1) In Millennium Bus Shelter
  - 2) Steventon Road
  - 3) St Peters Church
- iii) War Memorial- Lych Gate St Peters. Check for deterioration
- iv) Play Equipment
- v) Gates and Fences. Check for deterioration.
- vi) Office Supplies and Equipment
- vii) Other Properties
- viii) Street Furniture. Check for deterioration.
- ix) Allotments
- x) Burial Ground
- xi) Open Spaces
- xii) Play Area - BMX Track.

**Drayton Parish Council Risk Assessment**  
**20XX.**

**1) Financial**

<u>Check to be carried out</u>	<u>Findings</u>	<u>Action Required</u>	<u>Action Taken</u>
i) Check of Asset register against Physical assets.			
ii) Check of Insurance of Parish Street furniture against asset register.			
iii) Check of Insurance of Parish Play Equipment against asset register.			
iv) Check of other Parish items on asset register and otherwise for requirement to insure.			
v) Check of Mandatory Insurance Cover for Public and other liabilities to ensure adequacy. (NOTE) Fidelity guarantee is covered separately.			

vi) Check of Fidelity Guarantee is adequate for savings held in bank accounts.			
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**Drayton Parish Council Risk Assessment  
20XX.**

**1) Council Activities**

<u>Check to be carried out</u>	<u>Findings</u>	<u>Action Required</u>	<u>Action Taken</u>
i) Check of Council Finances 1) Financial Prudence Ensure precept within sound budgetary arrangements.  Quarterly budgetary monitoring  Regular scrutiny of financial records  Proper arrangements for the approval of expenditure  Recording in the minutes the precise power under which the expenditure is being approved  Regular VAT returns			
2) Fraudulent Activity Three Councillors to sign all cheques  Invoices Checked by nominated Councillor			

<p>before cheques are presented for signing.</p> <p>Council to authorise payments at ordinary meetings</p>			
<p>Petty Cash Checked by Nominated Councillor (Allotment Rents)</p> <p>Deposit and Current Accounts Checked by Nominated Councillor at Finance Meetings.</p> <p>Check proper records in accordance with statutory requirements.</p> <p>Insurance Fidelity adequacy.</p>			
<p>3) Money</p> <p>Cash and Cheques banked as soon as feasible.</p>			
<p>ii) Check on Parish Councillors and Employees</p>			
<p>iii) Bye laws</p>			

Drayton Parish Council Risk Management Policy and Risk System

1) Check of register 2) Check of maintenance of register			
iv) Planning and Development Control 1) Return of Parish Comments by deadline 2) Reasonable grounds for decision given			

**Drayton Parish Council Risk Assessment  
20XX.**

**3) Annual Inspection**

<u>Check to be carried out</u>	<u>Findings</u>	<u>Action Required</u>	<u>Action Taken</u>
I) Check of Asset Register against physical assets			
ii) Bus Shelters. Check for deterioration. Bus Shelter Abingdon Bound.  Millennium Bus Shelter Didcot bound.			
iii) Notice Boards. Check for Deterioration. Millennium Bus Shelter  Steventon Rd  St Peters Church			
iv) War Memorial - Lych gate. St peters. check for deterioration			
v) Play equipment, Check for Deterioration			

vi) Gates and fences. Check for deterioration.			
vii) Office supplies and Equipment. Check for deterioration.			
viii) Other properties. Check for deterioration.			
ix) Street Furniture. Check for deterioration.			
x) Allotments. Check for Deterioration.			
xi) Burial Ground. Check for deterioration.			
xii) Open Spaces. Check for deterioration.			
xiii) Play Area- BMX track, Lyford Close. Check for deterioration.			