EDINGTON PARISH COUNCIL - RISK ASSESSMENT

The Parish Council has responsibilities in matters of Finance, the Property (i.e the land) that it owns and various Assets as noted below.

The Parish Council (the PC) has considered its responsibilities as defined above and identified risks in relation to them and ways those risks may be managed (Monitoring)

1. General Finances. These are managed by and reliance is placed upon the Clerk who is also the Responsible Finance Officer (RFO). They include the preparation of the Annual Statement of Finances and Budget, the Precept, the banking of all receipts and the issuing of cheques.

The **Risks** are identified as fraud and mismanagement and are **Monitored** in 3 ways:-
1.1 That since at least 1973 (when the present Clerk was appointed) the PC has maintained a system that all payments are by cheque signed by the Clerk and any 2 out of 4 Councillors and that all payments are voted on and minuted. No payments are made in cash but were that required it would similarly be voted on and minuted. All receipts are minuted.
The PC has only 2 Bank Accounts currently with Lloyds TSB being a Current Account and a Business Call Account (a Deposit account)
1.2 That any Councillor can require the production of all documentation relating to the PC including the Accounts, Bank Statements and Cheque and Paying in books.
1.3 At 2 meetings each year details of the Finances are considered namely the Budget Meeting in January and the Meeting that considers the Annual Report

2. Specific Finances. These relate to any particular project being undertaken by the PC from time to time that are not dealt with in the ordinary course of PC business. Recent examples are Playfield levelling and The Car Park.
The **Risks** (apart from those referred to in 1 above) include the ensuring that public money is properly spent and that the current Council Tax liability of the parishioners is not unduly increased. These are **Monitored** by full discussion at PC Meetings and by ensuring that proper and reasonable quotes are received from contractors and the extent to which grants and donations can be obtained. The PC has a standing obligation to consider the impact of any such project under all relevant Legislation which is noted in the Agenda for every meeting of the PC.

3. Regular Financial Commitments. These relate to those items normally dealt with in the Statement of Finances and Budget and include Village Green, Playfield, Burial Ground, Bus Shelter and Car Park maintenance, Charitable Grants and Establishment Expenses namely Subscriptions, Insurance, Clerk's Salary and expenses, and Room Hire.
The **Risks** (apart from those referred to in 1and 2 above)are to ensure value for money for Council tax payers by keeping under review the amounts being charged and whether other contractors should be asked to quote. These are **Monitored** by taking into account knowledge of the Village, availability, proximity and standard of workmanship. The Regular Financial Commitments are reviewed as required at full PC meetings.

4. Property and other Assets .
The PC has the following:-

- Village Green and Pond
- Burial Ground
- Playfield
- Car Park
- Bus Shelter
- Various other items of equipment set out in its Register of Assets

The **Risks** relate to safety, theft and damage and are **Monitored** at PC meetings as the need may arise. The PC has had a policy now of many years standing that individual Councillors have an overseeing role relating to these and who bring any concerns to the PC at full meetings. Particular Risks and the Monitoring of them are considered in more detail:-

4.1 Village Green and Pond. The whole area is railed off from the Highway. The **Risks** are people having an accident, falling at the spout, straying onto the road and/ or drowning in the pond. It is considered the risk is low: it is a small area and not generally used by children as a play area although there are ducks which could be an attraction to young children. The Risks are **Monitored** on a regular basis by EVES (an informal working party set up by the PC) and the PC at its meetings as necessary.

4.2 Burial Ground. There are 2 potential **Risks** that are immediately identifiable: possible unstable headstones and the risk of falling over the edge of the ramp. They are currently considered safe but the PC will **Monitor** them on a regular basis and from time to time review any other risks that may come to light.

4.3 Playfield. This has a number of items which present a possible **Risk:** The Skateboard Ramp, the Children's Play equipment, the Goal posts and nets, older youths bullying younger ones and vandalism. **Monitoring:** the Child Protection Officer (currently Mrs Chloe Watts), the overseeing Councillor and the PC maintain a regular and frequent inspection of all equipment and the way in which the Playfield is used. An external inspection is carried out on an annual basis and the PC maintains full insurance of the equipment and for Public Liability.

4.4 Car Park. **Risks:** bad parking, over parking, unauthorised parking, and safety on access to and egresss from it for drivers, pedestrians and other users of Monastery Road. It's main purpose is to provide off street and nearby parking for users of the Parish Hall who would need to cross Monastery Road usually in the evenings. **Monitoring:** This is by the PC as a whole which would consider any risk identified and ways if necessary of addressing the same.

4.5 Bus Shelter. This is leased from Wiltshire Council but the PC has the responsibility for its maintenance. **Risks:** injury to users in the event of disrepair, proximity to a particularly dangerous section of the B3098 and on street parking causing visibility restrictions. **Monitoring:** By the PC as a whole.

4.6 Various other items of equipment as set out in the Register of Assets. These include Notice Boards, Seats and Benches at various locations, signage and plaques, fences and gates. **Risks:** injury in the event of disrepair and misuse. **Monitoring:** Regular inspection by Councillors reporting to the PC in full meeting

NB 'Monitoring' includes any appropriate management of any risk that may be identified and would be minuted in the PC Minutes. Similarly Risks would be graded high medium or low for the purposes of any decision the PC reaches to minimize any risk.