Table 1: Risk Assessment - Physical

Date of Status Check by Chairman or V. Chairman	Item	Risk Type - Physical	Counter-Policy	Responsibility	Active; Yes/No	Certain of adequacy	Action
Monthly	1	Playground and equipment – Deterioration/Failure	Examine weekly: report, record and minute. Monthly Examine monthly and report [Ongoing arrangement]. Examine annually and report. [Order to be placed March]	Councillor TVBC RoSPA	Yes	Yes	
May		Damage/Loss	Insurance	Clerk	Yes	Yes	
	2	Pavilion & Equipment Store - Deterioration/Failure	a] It is the responsibility of M&T Sports Club to maintain the Sports Pavilion as per the lease terms & conditions]	M&T Sports Club	Yes	**Yes**	
			b] Insurance [Responsibility of M&T Sports Club as per lease]]	M&T Sports Club	Yes	**Yes**	**5b**
		Damage/Loss			Yes	Yes	
	3	Pavilion Fire Alarms & extinguishers - Deterioration/Failure	a] It is the responsibility of M&T Sports Club to check & maintain the firealarms, lights and extinguishers as per the lease terms & conditions]	M&T Sports Club	Yes	Yes	6
		Damage/Loss	b] Insurance [As item 2 above]	M&T Sports Club	Yes	Yes	5b
	4	Sports ground	A] To employ a third party to maintain the ground, including grass cutting and hedge trimming as per the adopted Recreation Ground Maintanance Plan 2019.	Council	Yes	**Yes**	

On going	5	All other PC assets [See Asset Register] - Deterioration/Failure Damage/Loss	Casual inspection during use Insurance [As item 1 above]	Chairman/V. Chairman Clerk	Yes Yes	Yes Yes	
May	6	Council's Public Liability and other standard council insurance.	Insurance [As item 1 above]	Clerk	Yes	Yes	
May	7	Pocket Park: - Weak and rotting trees	Inspection completed in 2017	Clerk in conjunction with James Parker, Arborist	**Yes**	**Yes**	
March & September	8	Parish stiles Deterioration/Failure	Inspection.	Councillors	**No**	**No**	
June	9	Other Parish Property deteriorating	Inspection	Chairman/V. Chairman	No	No	
Date of lease issue	10	Failure of lessees [SC & JHMC] to carry out Risk Assessment associated with their responsibilities.	Include in lease or request annual copy	Chairman/V. Chairman & Clerk as appropriate	**Yes**	**No**	**3a& b**
July	11	Failure to undertake Risk Assessment of Clerk's working conditions and any impact on domestic insurance.	Review	Chairman and Clerk	**No**	**No**	4
As required	12	Dog fouling on Recreation Ground	Reminders in Parish Newsletter to dog walkers to pick up waste.	Chairman and V. Chairman	**Yes**	**Yes**	1&2

Table 2 : Risk Assessment - Fiscal							
As required	a	Standing Orders and Finance Regulations not up to date	Standing Orders fully reviewed and adopted by PC – 2019 Financial Regulations fully reviewed and adopted by PC – 2019	Clerk & Chairman/V. Chairman	Yes	Yes	9
As appropriate	b	Failure to appoint Financial Officer	On appointment of Clerk and following each election	Chairman/V. Chairman	Yes	Yes	
April	c	Failure to set minimum value for competitive tendering	Set one and review annually	Clerk & Council	Yes	Yes	
April	d	Failure to- Determine S137 limit record S137 payments	Calculate and Record in Minutes annually Specific Record in Payments Book	Clerk Clerk	Yes Yes	Yes Yes	
January, March, June, Sept..	e	Financial Records not in good order	Financial report presented at least quarterly to PC meeting.	Clerk	Yes	Yes	
November	f	Budget inadequate	Ensure detailed budget has both an historic and future perspective	Council	Yes	Yes	
Ongoing	g	Cash reserves inadequate	Ensure year-end balance is equal to at least half the average spend of the last five years.	Council	Yes	Yes	
January, March, June, Sept..	h	Failure to stay within budget	Report quarterly	Clerk	Yes	Yes	
Ongoing	i	Failure to manage accounts properly	Report, current, deposit and PC accounts at each meeting	Clerk	Yes	Yes	
January, March, June, Sept..	j	Failure to reconcile bank account	Carry out reconciliation with each statement [As item e above]	Clerk	Yes	Yes	
Ongoing	k	Failure to establish an ‘audit trail’	Ensure all financial transactions are properly authorised and recorded through out the processes of acquisition and/or disposal	Clerk	Yes	Yes	

April	l	Liability for PAYE & NI	PAYE system is in place.	Clerk	**Yes**	**Yes**	
September	m	Asset Register Incorrect	Annual review of write-down/off and insurance valuations	Clerk	Yes	Yes	
May	n	'Internal Audit' inadequate	Auditor must be: Unconnected Qualified Insured	Clerk	Yes Yes Yes	Yes Yes Yes	
January	o	Auditor's recommendations not implemented	Implement	Clerk	Yes	Yes	
Established No Action Needed	p	Financial Control System inadequate	A no cash system All cheques against invoice & three sig.'s Two signatories for online payments	Clerk	Yes	Yes	
April	q	Failure to review adequacy of PC's insurance cover [damage, full P. Liability, Fidelity, etc as agreed, required, or appropriate]	**Review annually**	Clerk & Chairman/V. Chairman	**Yes**	**Yes**	
February	r	Failure of Lessees to provide required/agreed documentary evidence	Check existence of adequate, current insurance cover and, as appropriate to lessee, liquor license and fixture list. See q above and aa below	Clerk & Council	Yes for SC, No for JHMC	No	
May	s	Employers Liability	Insurance [As item 1 above]	Clerk	Yes	Yes	
May	t	Money	Insurance [As item 1 above]	Clerk	Yes	Yes	
May	u	Fidelity Guarantee	Insurance [As item 1 above]	Clerk	Yes	Yes	
May	v	Officials & Volunteers Indemnity	Insurance **<u>[But note: Volunteers cannot work with power tools]</u>** [As item 1 above]	Clerk	Yes	Yes	

May	w	Libel & Slander	Insurance [As item 1 above]	Clerk	Yes	Yes	
May	x	Personal Accident	Insurance [As item 1 above]	Clerk	Yes	Yes	
Established Policy	y	Grants & Donations	Grant Policy defined. Procedure for making grants specified in Financial Regulations/Policy (updated 2019)	Council	Yes	Yes	
As appropriate	z	Grants – must check grantee's accounts	Financial Regulations specify requirement to examine grantee's accounts.	Council	Yes	Yes	
February & as otherwise required	aa	Regular review of lease related contract requirements [Fire, etc]	M&T Sports Club to demonstrate contract is extant. JHMC to demonstrate contract is extant.	Clerk	No	No	6
Ongoing	bb	Loss of Deeds etc	Copies and Bank deposit. Duplicate Reference Numbers to be kept by Chairman.	Chairman	**No**	**No**	**10**
October	cc	Failure to meet requirements of FOIA	Review	Chairman	Yes	Yes	
November	ee	Failure to meet requirements of Sect 17 of Crime & Disorder Act.	Review	Chairman	Yes	Yes	
March & September	ff.	Failure to note change in risks	a] Review of 'Risk Assessment' b] Record in Minutes	Council Clerk Clerk	Yes Yes	Yes Yes	
May	gg	Fiscal Regulations and Standing Order not up to date and approved.	Reassess annually	Clerk & Chairman	**Yes**	**Yes**	**9**
October	hh	Failure to conduct rent review 2018 for Jubilee Hall	Council to review situation at due date.	Clerk & Council	Yes	Yes	
June	ii	Failure to conduct rent review 2018 for Sports Club.	Council to review situation at due date and in the event of renewal, new lease or license to reconsider review period and set date.	Clerk & Council	Yes	Yes	

July	jj	Failure to warn Village Organisations of need to submit grant/donation requirements for consideration	Publish in Village Newsheet or on village Facebook group.	Clerk	Yes	Yes	

Note A:
Section 4 (d) of the JH M Committee Lease
(d) to keep insured at all times **This cover is for damage only. The lease does not direct P. Liability or say Fidelity** throughout the tenancy in the joint names of the Lessor and the Lessees the Works from loss or damage by fire in some insurance office or with underwriters to be named by the Lessor in a sum at least equivalent to the full market value for the time being thereof and to make all payments necessary for the above purposes within seven days after the same shall respectively become due and to produce to the Lessor or its agent on demand the several policies of such insurance and the receipt for each such payment and to cause all moneys received by virtue of any such insurance to be forthwith laid out in rebuilding and reinstating the Works PROVIDED ALWAYS that if the Lessees shall at any time fail to keep the Works insured as aforesaid the Lessor may do all things necessary to effect or maintain such insurance and any moneys expended by it for that purpose shall be repayable by the Lessees on demand and be recoverable forthwith. The lessees were, at the time of the lease being signed, not the Management committee of the Hall, but named Trustees. One of whom is dead and all the others have now moved away. It is essential to ensure that the lease and its implications are properly understood and implemented or agreed changes put into effect.

Proposed Action on Deficiencies @ May 2019	
1	Propose risk assessment of play area and recreation ground in terms of dog fouling with TVBC Dog Warden.
2	Implement any actions recommended by Dog Warden
3a	Remind J Hall MC to carry out annual risk assessment if they do not so already and provide the Council with a copy.
3b	Remind Sports Club to carry out annual risk assessment if they do not so already and provide the Council with a copy.
4.	Chairman & Clerk to carry of office risk assessment and insurance review.
5a.	Remind JH M Committee to supply copy of their insurance cover as required by lease on an annual basis. Note: If agreed, Chairman to personally explain underlying reason to the Committee before writing. See Note A above.
5b	M&T Sports club to supply copy of their insurance cover as required by lease on an annual basis.
6	Clerk to request copies of annual maintenance contracts from M&T Sports Club and JHMC.
9	Review Standing Orders & Financial Regulations and any/all other policies annually.
10	Obtain deed references from Solicitors (Clerk & Chairman)