

## West Wrattling Risk Management Policy

Date: 06.06.2017

Reviewed by: Jenny Richards

A full review has been done on the following areas and will be reviewed at least annually and minuted in Parish Council meetings as such.

### 1. Village assets:

<b>Asset</b>	<b>Date reviewed (risk assessment)</b>	<b>Date minuted (PC meeting)</b>	<b>Comments</b>
Village hall	06/06/17	10/07/17	In good overall condition and run by an effective committee. Work completed on installation of new toilets.
Cedar bus shelter	06/06/17	10/07/17	Good condition, recently refurbished.
Modern bus shelter	03/06/17	10/07/17	Good condition, recently cleaned.
Recreation ground and car park.	06/06/17	10/07/17	Rec ground and car park generally well maintained. The issue regarding boundary lines is still ongoing but the land registration of an area believed to be part of the recreation ground is not possible as it belongs to a resident backing on to rec.
Pocket park/chalk pit	06/06/17	10/07/17	In good condition. Following this year's first cut a padlock & chain has been fitted.

Part of Oxcroft Heath Gr5585/5345	/06/6/17	10/07/17	Good condition.
Land adjoining Mill Rd Gr6070/5120-5140	06/06/17	10/07/17	Good condition.
Village pump and shelter - Causeway	06/06/17	10/07/17	Good condition, including the bench.
Village pound - Hayter Close	06/06/17	10/07/17	The Pound is in good condition, but the bench in front of it will benefit from being re-stained in the next year or so.
Village sign and seat	06/06/17	10/07/17	Good condition.
Playground and equipment	06/06/17	10/07/17	The playground equipment is in reasonable condition and has been the subject of a recent ROSPA report. The log chain has now been replaced with new equipment, the purchase of which was helped with a grant. There has been hedging work carried out recently.
Two benches and litter bin	06/06/17	10/07/17	In good condition
Two notice boards	06/06/17	10/07/17	In good condition
Village hall lamp	06/06/17	10/07/17	In good condition

Sports pavilion	06/06/17	10/07/17	The fabric of the pavilion building appears to be in good condition. However, the fenced off area outside the north side of the pavilion, which used to be the old bowls rink, is still an issue and the Football Club would like to use it as extra training area for the junior club.
General-trees/hedges etc.	06/06/17	10/07/17	Well looked after by the Tree Officer and his team.

## 2. Employees and other personnel

- There are currently no individuals employed by the Council.
- The Parish Clerk is contracted on a self-employed basis as she also works for West Wickham parish council and therefore is responsible for her own tax and national insurance as well as her H&S whilst carrying out administrative duties for the Parish Council. Parish clerk will have an annual review by the Chairman/Vice Chairman.
- Parish Council meetings are held in the West Wratting Village Hall. The village hall has a separate risk assessment and the meetings are covered by that and its insurance policy.
- The Parish Council has an insurance policy which covers the councillors for certain injuries and actions and is considered adequate as cover. Councillors are to ensure they understand their responsibilities and limit of liabilities and cover.
- Casual workers (volunteers), for example individuals cutting the footpaths, are also covered for certain injuries under the general insurance policy for the Council.
- Contractors- anyone contracted by the Council will need to have an appropriate amount of their own insurance to cover injury and public liability. The Parish Clerk will check this prior to a contract being entered into. They should also have their own H&S policy and risk assessment for the job.
- The Parish Council insurance policy will be reviewed annually.

- Financial policy is covered separately.
- Parish Council Standing Orders will be reviewed annually.

### **3. Finance and Documents**

Financial standing orders are to be adhered to and reviewed annually

Other areas to be covered:

- Fraud - financial risk assessment (FRA)
- Accounts and payment checks - FRA, working group
- Cheque procedure and policy - FRA
- Cash procedure and policy - FRA
- Hiring of building and land - by Council review
- Bank reconciliation - Clerk
- Regular back-up of computer systems - Clerk
- Regular back-up of important documents - Clerk to do offsite
- Adequate firewall and anti-virus - Clerk
- Archiving policy - Clerk tba
- Insurance - by Council review
- Publications Scheme and Data Protection - by Council review
- Grievance procedure - by Council review

Each of the above will be reviewed as per their respective Standing Order or at least annually.

The Finance working group of 2 Councillors and the Clerk will monitor and ensure all financial regulations are adhered to and are to report back to the Council at all PC meetings, as a minimum.

General:

There will be occasions when further risk assessments are required. It is the responsibility of all councillors to inform the Clerk of an event/occasion which will involve a potential liability for the PC.

**All the above must be minuted for audit purposes and have written evidence of review and/or action.**