

West Wrattling Risk Management Policy

Date: 2024

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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:

Asset	Date reviewed (risk assessment)	Date minuted (PC meeting)	Comments
Village hall	5/5/24	13/5/24	In good overall condition and run by an effective committee. Structural work required in 2024 to repair and strengthen, with estimated cost ~£6000.
Cedar bus shelter	5/5/24	13/5/24	To be refurbished.
Modern bus shelter	5/5/24	13/5/24	Good condition, recently cleaned.
Recreation gd and car park.	5/5/24	13/5/24	Rec ground and car park are generally well maintained.
Pocket park/chalk pit	5/5/24	13/5/24	This is in a fairly wild state with grass cutting, hedge trimming and pollarding required. Because of access it is not frequently visited but care should be taken not to trip on roots, etc.
Village pump and shelter-Causeway	5/5/24	13/5/24	To be refurbished
Village pound-Hayter Close	5/5/24	13/5/24	The Pound is in good condition and is regularly attended.
Village sign	5/5/24	13/5/24	To be refurbished.
Playground and equipment	5/5/24	13/5/24	RoSPA inspection completed satisfactorily.

Two benches and litter bin	5/5/24	13/5/24	Bench under Pump Shelter to be refurbished. Other bench is in good order.
Two notice boards	5/5/24	13/5/24	In good condition but wooden surround of one to be repainted.
Village hall lamp	5/5/24	13/5/24	
Sports pavilion	5/5/24	13/5/24	External wooden door and window frames need sanding and staining, gutters need to be cleaned, some soffits need fixing.
General-trees/hedges etc	5/5/24	13/5/24	Well looked after by the Tree Officer and his team. The public footpaths are also kept clear.
Defibrillator	5/5/24	13/5/24	Checked regularly. New pads recently required and fitted.

2. **Employees and other personnel**

- There are currently no individuals employed by the Council.
- The Parish Clerk is contracted on a PAYE basis and she also works for West Wickham parish council. The 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. Their equipment is also covered by the general insurance policy.
- 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 gp
- 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
- 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.