

## NOTTON PARISH COUNCIL – RISK ASSESSMENT

### Insurance, Asset Register, and Systems

#### 1. Insurance Cover

<b>Risk Category</b>	<b>Cover Provision</b>	<b>Cover Limit</b>
1. Public Liability	Liability to members of the public for death, injury and damage to property – Play Area, Village Green, Pond Area, Public Seats, Allotments, and use of Village Hall (on Parish business)	£5,000,000
2. Employers' Liability	Liability for bodily injury or disease arising out of employment	£10,000,000
3. Money	Liability for loss of monies unrelated to theft and fraud. NB risk only applies to loss of cheques etc – no cash is handled as routine.	£250,000
4. Property Damage	3 no Notice Boards 4 no Village seats Set of Swings Slide Seesaw Play Area Safety Surface Play Fort and steps Playdale Webnet Timber Stepping Stones Springy Animal Timber Bridge Sleeper Bridge Seats Slalom Poles Steel Climbing Frame	Insured for full replacement value (index linked)
5. Officers' Indemnity	Negligent acts, omissions and errors	£250,000
6. Libel and Slander	Clerk and Members of the Parish Council	£250,000
7. Fidelity Guarantee	Based on average funds in total in bank accounts	£6,000
8. Personal Accident	Provides cover for Clerk and Members of the Parish Council undertaking duties on behalf of the Council	Death £20,000 Injury £50 per week up to 104 weeks
9. Legal Expenses	To cover use of legal representation in association with claims arising from the risks covered by the Policy	£50,000

## 2. Asset Register

Equipment	Description	Risk
1. Seesaw	Pre 1999 "Hirst" design not meeting current standard EN1176	Clearance from seat assembly less than minimum standard - Medium risk
2. Slide	Ditto	Medium and low risks identified
3. Swings	Pre 1999 "Hirst" design which meets current standards	No risks identified
4. Play Area Safety Surface	New all weather safety surface (installed 2001) which meets EN1176	No risks identified
5. Play Fort and steps Playdale Webnet Timber Stepping Stones Springy Animal Timber Bridge Sleeper Bridge Seats Slalom Poles Steel Climbing Frame	Proprietary "Playdale" equipment ditto Constructed on site do do do do Sutcliffe Play  <i>NB the Play Area and equipment is subject to an annual safety inspection by RoSPA</i>	No risks identified
5. 3 no Notice Boards	Hardwood glass fronted boards installed 1999 – 2008 adjacent public highways	Incidences of vandalism and weather damage
6. 4 no Seats	Hardwood benches installed since 1999 on or adjacent to highways	Ditto
7. Filing Cabinet	4-drawer steel cabinet (in Village Hall) bought in 2006.	Houses all Council records not kept by Clerk. Keys with Clerk and Chairman - minimises risk of loss.

<b>Land</b>		
1. Village Green	Area of open green maintained by the Parish Council, used by the public, but in private ownership	Regular grasscutting by Council contractors. Minor damage caused by vehicle overrun
2. Village Pond area	Land incorporating pond and trees, owned by the Council	Regular grasscutting by Council contractors. Tree maintenance and inspection to avoid damage to adjoining properties or highway. Pond cleaned out annually to avoid flooding.
3. Allotments	Land rented by Council from District Council and let as allotments	Plots inspected annually to ensure use in accordance with tenancy agreement
4. Area occupied by play equipment	Land owned by Notton Village Hall Trust, but used for playground, and maintained by the Council	Regular grasscutting by Council contractors.

3.

## Controls, Systems, and Records

<b>Event</b>	<b>Description</b>	<b>Risk</b>
Minutes of Meetings	Clerk prepares hard copy of Minutes of all Parish council meetings and retains signed copy on binder file kept at home address in chronological order. Full binders kept in filing cabinet in Village Hall	Risk of loss through fire.
Asset Inventory	Itemised list of assets and current valuation shown on Annual Return and on Insurance Policy and on Risk register above	Valuation out of date. Loss of records of an asset.
Banking Arrangements	Current account maintained with Unity Bank. Statements sent to Clerk and shown at Council meetings. Cheques drawn on account signed by two of the three Councillors authorised, and noted at Council meetings	Records and payments scrutinised regularly at meetings so risk of overspend or unauthorised payments minimised.
Annual Precept	Based on net annual requirements and any planned one-off expenditure plus contingency reserve	Long-term planning needed to provide for replacement of obsolete or worn assets.
Standing Orders and Finance Regulations	Model Standing Orders and Finance Regulations adopted by the Council and used to conduct all business	Clerk and Councillors need to be aware of them. Need to review and update annually. Audit test periodically.
Contracts and Supplies	Tenders and quotations sought as appropriate in the interests of best value in accordance with current Standing Orders.	Local firms used if possible but prices monitored and works retendered to ensure competitiveness.
Financial Records	Monthly reports to Parish Council. Computerised ledger maintained for all transactions. Report at Annual Parish Meeting. All invoices presented to Council before payment and retained by Clerk for audit	Records could be lost – computer failure. Consider backup – on Chairman's computer?
Audit	Internal auditor appointed. Accounts subject to separate external audit each year.	Compliant

## Controls, Systems, and Records (Cont)

Staff appointments	Letter of appointment and contract to be provided. Training as appropriate. Job description to be maintained/updated as required. Remuneration in accordance with national scales.	Take on Quality Assessment qualification. Carry out Annual Appraisals.
Code of Conduct	Statutory Model adopted by the Council. Register of Interests maintained and available for inspection.	Compliant
Freedom of Information	New Model Publication Scheme adopted 2008	Compliant. Publish details.
VAT records	All VAT payments recorded and recovered annually	Compliant
Fees and Charges	Allotment rents collected. Charges reviewed annually. Individual tenancy agreements retained.	Emphasis on retaining good local tenants rather than maximising income.
Performance Monitoring	No system in place – small number of transactions and monitoring of all decisions by members.	