# AMPNEY CRUCIS PARISH COUNCIL

## Risk assessment & proposed mitigation measures

The following schedule identifies those areas of risk most likely to be applicable to Ampney Crucis Parish Council.

### 1. Accidental or deliberate damage to physical assets owned or in the care of the Parish Council (PC):

| Parish Council assets: | Consequential risk to PC: | Likelihood of risk occurring: | Current response (last action): | Future action: | Insurance cover in place (& category)? |
|---|---|---|---|---|---|
| Burial Ground (nominal value £1.00) | High | Medium | Annual clear up postponed due to Covid-19 but inspections during Nov & Dec 2020 plus inspections each time grass cut (ongoing) | Maintenance as required | Yes: Public Liability |
| Burial Ground Cross | High | Low | Regular inspections (Nov/Dec 2020) | Maintenance as required | Yes: WM & Burial Cross |
| War Memorial (Repaired 2011) | High | Low | Annual inspection (Nov/Dec 2020) | Maintenance as required | Yes: WM & Burial Cross |
| Praying Cross site, East boundary wall | High | Medium | Annual inspection (Nov/Dec 2020) | Maintenance as required | Yes: Street Furniture |
| Lych Gate (repaired 1999) | Medium | Low | Regular inspections (Nov/Dec 2020) Full independent report -Nov 2020 | Maintenance as required | Yes: Buildings |
| Praying Cross site (nominal value £1.00 | Medium | Low | Annual inspection (Nov/Dec 2020) | Maintenance as required | Yes: Public Liability |
| Gates to Burial Ground (replaced 2014) | Low | Low | Regular inspection (Nov/Dec 2020) | Maintenance as required | Yes: Gates & Fences |

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|---|---|---|---|---|---|
| War Memorial site (nominal value £1.00) | Low | Low | Regular inspection (Nov/Dec 2020) | Maintain as part of Grounds Contract | Yes: Public Liability |
| Burial Ground Walls | Low | Low | Regular inspections (ongoing) | Maintenance as required | Yes: Street Furniture |
| | | | | | |
| **Parish Council assets:** | **Consequential risk to PC:** | **Likelihood of risk occurring:** | **Current response (last action):** | **Future action:** | **Insurance cover in place (& category)?** |
| Playground equipment & surfacing | High | High | Independent annual inspection (Dec 2019) | Maintenance to reflect independent inspection | Yes: Playground equipment |
| Notice Boards | Low | Low | Regular inspection (ongoing) | Maintenance as required | Yes: Street Furniture |
| Dog Waste Bins | Low | Low | Regular inspection (ongoing) | Maintenance as required | Yes: Street Furniture |
| Benches | Low | Low | Regular inspection (ongoing) | Maintenance as required | Yes: Street Furniture |
| Playground fencing & gate | Low | Low | Independent annual Inspection (Dec 2019) | Maintenance to reflect independent inspection | Yes: Gates & Fences |
| Playground site Fencing & wooden gate | Low | Low | Regular inspection (July 2020) Chain link repaired Oct 2020 | Maintenance as require | Yes: Gates & Fences |
| Marquees | Low | Low | Regular inspection (Summer 2020) | Maintenance as require | Yes: Property Away |
| Maps (nominal value £1.00) | Low | Low | None | None | Uninsured |

**2. Damage to third party property or individuals as a consequence of the Parish Council (PC) providing public access to services or amenities (public liability):**

| **Parish Council activity:** | **Consequential risk to PC:** | **Likelihood of risk** | **Current response:** | **Future action:** | **Insurance cover in place (& category)?** |
|---|---|---|---|---|---|

| | | occurring: | | | |
|---|---|---|---|---|---|
| Provision of services to public | High | Medium | Wherever possible, ensure use of reputable contractors. | Maintenance as required | Yes: Public Liability & Employer Liability |
| Hire of village marquees | High | Medium | Regular inspection of marquees and use of standard Terms & Conditions of Hire & disclaimer. | As current, plus maintenance as required | Yes: Street Furniture & limited Public Liability |

**3. Loss of cash through theft or dishonesty (fidelity guarantee):**

| Parish Council activity: | Consequential risk to PC: | Likelihood of risk occurring: | Current response: | Future action: | Insurance cover in place (& category)? |
|---|---|---|---|---|---|
| Management of Parish Council funds | Low | Low | Ensure appropriate financial controls and regular reporting. | Maintenance as required | Yes: Fraud & Dishonesty |

**4. Legal liability as a consequence of Parish Council ownership of physical assets (public liability):**

| Parish Council assets: | Consequential risk to PC: | Likelihood of risk occurring: | Current response: | Future action: | Insurance cover in place (& category)? |
|---|---|---|---|---|---|
| Playground equipment | High | High | Maintain appropriate insurance cover & annual external inspection | As Current response | Yes: Public Liability & Legal Expenses |
| Burial Ground (gravestones);<br>Praying Cross site, East boundary wall; | High | Medium | Maintain appropriate insurance cover & regular inspections | As Current response | Yes: Public Liability & Legal Expenses |
| Burial Ground Cross | Medium | Medium | Maintain appropriate insurance cover & regular inspections | As Current response | Yes: Public Liability & Legal Expenses |
| Burial Ground Lych Gate (Mortuary);<br>War Memorial site;<br>War Memorial;<br>Praying Cross site;<br>Praying Cross. | Medium | Low | Maintain appropriate insurance cover & regular inspections | As Current response | Yes: Public Liability & Legal Expenses |
| Burial Ground - trees | Low | Medium | Maintain appropriate insurance cover & regular inspections | As Current response | Yes: Public Liability & Legal Expenses |
| Burial Ground – walls;<br>Burial Ground – gates;<br>Benches. | Low | Low | Maintain appropriate insurance cover & regular inspections | As Current response | Yes: Public Liability & Legal Expenses |
| Noticeboards;<br>Playground gates & fencing;<br>Marquees;<br>Dog waste bins. | Low | Low | Maintain appropriate insurance cover & regular inspections | As Current response | Yes: Public Liability & Legal Expenses |

5. **Provision of services under agency/partnership and/or contract agreements (public and/or legal liability):**

| Parish Council services: | Consequential risk to PC: | Likelihood of risk occurring: | Current response: | Future action: | Insurance cover in place (& category)? |
|---|---|---|---|---|---|
| Grass cutting & grounds maintenance contract | Low | Low | a) Scrutiny of performance; & b) Ensure contractor maintains appropriate insurance. | Ensure regular competitive rebid for contracts | Yes: Public Liability & Employer Liability |

6. **Ensuring appropriate banking arrangements, financial record keeping, annual audit of the Parish Council accounts and review of the annual audit (financial oversight & probity):**

| Parish Council activity: | Consequential risk to PC: | Likelihood of risk occurring: | Current response: | Future action: |
|---|---|---|---|---|
| Banking arrangements;<br>Financial record keeping;<br>Production of annual audit;<br>Review of effectiveness of internal audit | Medium | Low | Regular review of Financial Regulations (July 2020);<br>Routine scrutiny of accounts;<br>Annual audit & related review (March 2020). | Ongoing review & scrutiny |

7. **Ensuring all requirements are met under employment law and HMRC regulations (including VAT):**

| Parish Council activity: | Consequential risk to PC: | Likelihood of risk occurring: | Current response: | Future action: |
|---|---|---|---|---|
| PAYE requirements for Clerk | High | Low | Council registered for PAYE | None – registration ongoing |
| Contract of Employment for Clerk | Medium | Low | Contract agreed (Resolution 45/20 p.1641) | None |
| VAT requirements | Medium | Low | Annual Audit (March 2020) | None |

8. **Ensuring sound budgeting arrangements to determine the annual precept and thereafter, proper use of funds granted to the Parish Council under specific powers or S137:**

| Parish Council activity: | Consequential risk to PC: | Likelihood of risk occurring: | Current response: | Future action: |
|---|---|---|---|---|
| Adequacy of annual precept | Medium | Low | Annual audit | None |
| VAT requirements | Medium | Low | Annual Audit (March 2020) | None |
| Section 137 payments | Low | Low | Payments made in accordance with S137 rules | None |

**9. Ensuring accuracy and transparency of the Parish Council's activities:**

| Parish Council activity: | Consequential risk to PC: | Likelihood of risk occurring: | Current response: | Future action: |
|---|---|---|---|---|
| Accuracy and recording of Councillors' interests & details of gifts/hospitality offered or received | Medium | Low | Adoption of Code of Conduct 2012, and requirement at all Parish Council meetings that Councillors declare any conflicts of interest and/or details of gifts/hospitality offered or received. | To be reviewed Jan 2021 |
| Document control | Medium | Low | Established procedures for receipt, action and filing by Clerk of documents received or generated by the Parish Council | None |
| Accuracy of Minutes | Low | Low | Minutes checked for accuracy at following meeting, numbered and paginated with signed master copy held. | None |
| Ensuring transparency of Parish Council's activities and records & Elector's rights of inspection | Low | Low | Information displayed as required on Parish noticeboards and on Village Website | None |
| Meeting established timetables when responding to consultation invitations | Low | Low | Information circulated as required | None |