

Risk Identified	Impact H/M/L	Likelihood H/M/L	Controls	Adequate Y/N	Comments
REF: FINANCIAL REGULATIONS 15. INSURANCE					
Protection of physical assets:- <ul style="list-style-type: none"> • Notice boards. • Seats and picnic bench • Rotunda • Phone Box – Book swap box • Marquee • Playground equipment • Trees 	M	M	Regular visual inspections (marquee inspection upon erection) Insurance cover in place. Assets Register maintained Tree inspections every 18 months. Tree maintenance on a 3-4 year cycle to be carried out by qualified persons. Annual playground safety inspection to be carried out.	Y	Regular visual inspections. See separate schedule. Cover reviewed annually.
Risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public. (Public liability)	M	L	Public Liability Insurance Cover in place Regular visual inspections	Y	
Loss of cash through theft or dishonesty (Fidelity guarantee)	L	L	Insurance cover in place	Y	Very little cash received by council.
Legal liability as a consequence of asset ownership (Public liability)	L	L	Insurance cover in place	Y	
REF: FINANCIAL REGULATIONS GENERAL					
Keeping proper financial records in accordance with statutory requirements	H	L	Checked at Internal Audit Financial Regulations	Y	Bank statements signed and expenditure approved at PC meetings
REF: FINANCIAL REGULATIONS REVISION OF FINANCIAL REGS					
Ensuring that all business activities are within legal powers applicable to local councils.	L	L	Advice taken on all issues that are not clear. (SALC etc) Review the Regulations each year, monitor changes in legislation	Y	Checked at Internal Audit

REF: FINANCIAL REGULATIONS LOANS AND INVESTMENTS					
Complying with restrictions on borrowing	M	L		Y	
REF: FINANCIAL REGULATIONS PAYMENT OF SALARIES					
Ensuring that all requirements are met under employment law and Inland Revenue regulations	M	L	Ensure Council understands and complies with current PAYE and National Insurance legislation	Y	Checked at Internal Audit
REF: FINANCIAL REGULATIONS INCOME					
Ensuring that all requirements are met under Customs and Excise regulations	M	L	Ensure Council understands and complies with current VAT legislation	Y	Checked at Internal Audit
REF: FINANCIAL REGULATIONS ANNUAL ESTIMATES (BUDGET) BUDGETARY CONTROL					
Ensuring the adequacy of the annual precept with sound budgeting arrangements	M	L	Reviewed regularly by council	Y	Forecasts for income and expenditure for current year produced, showing comparison to actual and original budget
REF: FINANCIAL REGULATIONS ORDERS FOR WORK, GOODS AND SERVICES CONTRACTS					
Monitoring of performance against agreed standards.	M	L	Reviewed at Internal Audit	Y	
REF: FINANCIAL REGULATIONS ANNUAL ESTIMATES (BUDGET) BUDGETARY CONTROL					
Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137	L	M	Review of accounts and benefit to residents discussed at time of application. Separately recorded accounts. Authorisation of payments recorded in minutes.	Y	Checked at Internal audit
REF: STANDING ORDERS					
Proper, timely and accurate recording of council business in the minutes	M	L	Minutes checked by Chairman before issue.	Y	All minutes approved by council as a true record.

REF: INFORMATION FOR PARISHIONERS					
Responding to electors wishing to exercise their rights of inspection	L	L	As set out in Freedom of Information Schedule which is reviewed by the Council from time to time	Y	Published on website.
REF: STANDING ORDERS - ORDER OF BUSINESS					
Meeting the laid down timetables when responding to consultation invitations.	L	L	Put on agenda as received Agenda agreed by Chairman prior to meeting	Y	Clerk checks that there is adequate time for response and if not makes alternative arrangements.
REF: STANDING ORDERS - INSPECTIONS OF DOCUMENTS					
Proper document control	M	L	Statutory requirements observed. All computer files backed up regularly and stored in fire safe	Y	
REF: STANDING ORDERS - INTERESTS					
Register of members' interests and gifts and hospitality in place, complete, accurate and up to date.	M	L	Onus on individual members to notify clerk that changes have occurred.	Y	Reminder on each agenda.

Risk Identified	Impact H/M/L	Likelihood H/M/L	Controls	Adequate Y/N	Comments
REF: Information for Parishioners from East Chiltington Parish Council					
A libel claim against the Parish Council for publishing a defamatory comment, inaccuracy of data, personal opinion	L	L	Published in draft form before approval	Y	Minutes are noted as Draft prior to agreement by full council

LITTER PICK RISK ASSESSMENT					
Traffic	M	M	High Visability Clothing must be worn	Y	Clothing and equipment provided

			Avoid dangerous bends, main roads Understanding/alertness re traffic.		by the District Council
Manual Handling	M	M	Instructions given on where to leave filled sacks and not to move anything too heavy. Not to make the sacks too heavy.	Y	
Hazardous Waste	M	M	Use gloves and equipment provided	Y	
Risk Identified	Impact H/M/L	Likelihood H/M/L	Controls	Adequate Y/N	Comments
Lone working	M	L	Training on dealing with the public. Clerk and Councillors should not arrange meetings at their homes with members of the public who are unknown to them	Y	

INSPECTION SCHEDULE

ITEM	FREQUENCY OF INSPECTION	BY WHOM
Notice boards.	Bi - Monthly	Bi-Monthly Inspection by Clerk – notification to Parish Council if remedial action required.
Seats and picnic bench	Monthly	Bi-Monthly inspection by Parish Council
Playground equipment and t.t. table	Weekly and recorded. Annual full safety inspection.	Allocated parish councillor
Trees on ECPC Land	Inspection every 18 months.	By tree warden / a qualified person

OUTBREAK OF COVID - 19

ITEM	ACTION	BY WHOM
Playground equipment and Book swap box	Follow Gov. guidelines re. Closure of playground and book swap box.	Clerk – notification to Parish Council if action required