

Southoe & Midloe Parish Council

Risk Assessment for Southoe & Midloe Parish Council ^{March} ~~May 2018~~

The risks associated with the following responsibilities have been considered by the Parish Council:-

1) **Village Hall**

The Parish Council is Trustee of the Village Hall, but day-to-day running is handed to a Village Hall Committee. Two members of the Parish Council is always a Member of that Committee and reports back to the Parish Council on any matters of relevance. The Village Hall Committee take responsibility for the Insurance of the Village Hall and ensure that it complies with all the relevant legislation (e.g. Fire, health & Safety etc.). It is felt that all risks associated with the Village Hall are satisfactorily covered.

2) **Playing Field**

The Playing Field is administered by the Parish Council which carries insurance covering Public Liability and for Damage of the Equipment.

The Equipment is annually inspected by a fully qualified Play Ground Inspector and the recommendations made are then implemented, thus ensuring that the Playgrounds safety is kept fully up to date.

The equipment in the Play Area is inspected for defects, monthly, by a volunteer, who then reports back to the full Council, which then implements any necessary repairs etc.

The grass in the Playing Field is cut by an outside contractor who have their own Insurance etc. to cover this. It is believed that all relevant risks associated with the Playing Field are covered.

3) **Street Lights**

The Parish Council is responsible for about half the Street Lights in the Village. These are maintained by an outside contractor, who is responsible for ensuring that they are repaired as soon as they are informed of any defects and who also inspect them themselves on a regular basis. These lights are covered by Public Liability Insurance and for replacement, if damaged, under our general insurance policy.

4) **Church Wall, Lychgate and Salt Bin**

The Parish Council is responsible for the maintenance, upkeep and safety of these structures in the village and all are covered under the terms of our general insurance cover.

5) **Churchyard**

The Parish Council is responsible for the upkeep of the Churchyard. This is put out to contract and the Contractor concerned has his own Insurance etc. to cover this, the Parish Council receive a copy of the contractors public liability certificate.

6) **General Financial Dealings**

Currently, the Council employs a clerk to maintain the financial records and copies of bank statements are reviewed at every Parish Council Meeting.

There is a requirement for every bill that is paid to be put to the Council for agreement and then three Councillors have to sign every cheque made out.

It is thus felt that the financial affairs of the Parish Council are well under control, are regularly monitored by the whole Parish Council and given that every cheque needs three separate signatures, means that the chances for fraud are extremely remote and unlikely. Despite this however, there is in place what the Parish Council believes is sufficient Fidelity Insurance to cover the potential mis-appropriation of funds by anybody in the Council.

Approved and signed 7 Mar 2018 PC Meeting, amendments in red and green

Signed.....  Chairman, 7 Mar 2018