

Shirenewton Community Council

Risk Assessment and Management Procedures

Area	Risk Level	Control
Assets		
Playground equipment and safety surfacing	M	Insured and weekly/monthly inspections recorded
Bus shelters x 4	M	Insured and annual visual inspection
Notice boards x 4	M	Insured and monthly visual inspection
War memorial	M	Insured and annual visual inspection
Church clock	M	Insured and annual inspection & maintenance
Friends burial ground wall	M	Insured and annual visual inspection
Recreation field (QE11 field)	M	Registered - Land Registry. Shirenewton Rec Assoc'n management committee
Recreation field, Earlswood	M	Registered - Land Registry. Annual tenancy agreement. Annual visual inspection
Seats x 2 (Recreation field, Shirenewton)	M	Insured and annual visual inspection
Bench x 1 (Village green, Mynyddbach)	M	Insured and annual visual inspection (replaced 2019)
Picnic bench x 1 (Mynyddbach)	M	Insured and annual visual inspection
Office equipment - computer printer, filing cabinet	M	Insured and stored at Clerk's home
Liability		
Risk to third party property and individuals	M	Zurich, public liability insurance in place.
Cont'd		

Financial Procedures		
Area	Risk Level	Control
Banking	M	Standing Orders and Financial Regulations in place. Monthly payments minuted at meetings and cheques signed by two members, including cheque stubs.
Financial records	M	Quarterly bank reconciliations verified by Council, plus support for ongoing training to ensure Clerk is aware of changes to legislation. Records examined by internal and external auditors annually
Financial Statement of Accounts	M	Annual return completed and signed by Chair
Proper, timely and accurate reporting of Council business	M	Minutes of monthly meetings numbered, approved by Council and signed by Chair. Displayed on community noticeboards and Council website.
Legal documents	M	Copies held by Clerk/ Solicitor
Declarations of Interest	L	Held on file with the Clerk, list on website
Adoption of Code of Conduct	L	Signed forms held on file with the Clerk