

**EASTON ON THE HILL PARISH COUNCIL-ASSETS REGISTER AS AT APRIL 2022**  
**Plus risk assessments/management**

			Date	Replacement	Insure			2021	2022
		Value	Acquired	value	Y/N	Risk/ level	Risk assessment & action	Chec by	TBA
					Excess £250				
<b><u>Playing Field:</u></b>	Nominal Value	£ 1,000.00	1967	////	N		N/A		
	Pavilion  Removed in March 2021	£ 32,340.80		///	N	Low/med Structural degradation resulting in injury to 3 <sup>rd</sup> party	Ad hoc and annual checks		
	Gate	£ 300.00		////	N	Low Structural degradation resulting in injury to 3 <sup>rd</sup> party	Annual check	SW	
	Safety matting under swing	£ 3,259.50		////	N	Low Wear and tear results in trip hazard/injury to 3 <sup>rd</sup> party	ROSPA/monthly check		
	Dog Bin	£ 145.00		////	N	Low Sharp edges/breaks resulting in injury or poison	Annual / adhoc checks	SW	
	Litter Bin	£ 298.00		////	N	Low Sharp edges/breaks leading to injury	Annual/ad hoc checks	SW	

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	Youth Shelter & Basket area	£ 7800	11/02/2013	8034	Y	Low Vandalism/wear and tear leading to 3 <sup>rd</sup> party injury	Annual check	SW	
	Outdoor gym equipment	£1836 For outdoor gym equipment	October 2020		Y	Med Not used appropriately/wear and tear leading to injury to 3 <sup>rd</sup> party	ROSPA annual plus Cllr Weekly/fortnightly/monthly checks dependent on weather and time of year		
	Play equipment phase 1 Timber combo, team swing, gravity bowl, jungle climber, spring horse and seesaw – plus matting	16k	May 2021	25k	Y	Med Not used appropriately/wear and tear leading to injury to 3 <sup>rd</sup> party	ROSPA annual plus Cllr Weekly/fortnightly/monthly checks dependent on weather and time of year		
	Play equipment phase 2 Zip wire, swirl roundabout, swings 4 bay, freestyle, surf rider	30k inc installation net of vat	April/May 2022	30k	Y	Med Not used appropriately/wear and tear leading to injury to 3 <sup>rd</sup> party	ROSPA annual plus Cllr Weekly/fortnightly/monthly checks dependent on weather and time of year		
	Woodland area	TBD							
	Picnic benches/anchor kit x 2	£460	June 2020		N	Low Structural degradation resulting in injury to 3 <sup>rd</sup> party	Ad hoc and annual checks	SW	
<b><u>The Close:</u></b>	Combination swings of 2 childs and cradle swing	£ 3,000.00		3245	N	Med Not used appropriately/wear	ROSPA annual plus Cllr weekly/fortnightly/monthly checks		

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						and tear leading to injury to 3 <sup>rd</sup> party			
	Arch			2262	N	I	As above		
	Slide	£ 1,800.00		5028	N	I	As above		
	Safety Surfacing for above	£ 7,361.42	10/06/2012	7500	N	I	As above		
	2 Springies & safety surface	£ 3,793.65	10/06/2012	3800	N	I V	As above		
	<b>Bench Seat</b>	£ 455.00		£721	<b>Y</b>	Low Structural damage leading to injury to 3 <sup>rd</sup> party	<b>Annual check</b>	<b>CM</b>	
				////	////				
<b>Allotments:</b>	<b>Nominal Value</b>	£ 500.00	Not Known	N/A	N	Nil	<b>Annual check</b>	<b>PB</b>	
	<b>Fence</b>	£ 2,259.00		£2575	<b>Y</b>	Low Degrades, falls/breaks	<b>Annual checks</b>	<b>PB</b>	
Removed	Standpipe and tap (Cricket club's)								
				////	////				
<b>Pocket Park: (Spring Close)</b>	<b>Nominal Value</b>	£ 500.00	Gifted 1977 Registered 1996	N/A	N	nil	<b>Ad hoc checks by Trees and Greens Working Party plus annual check</b>	<b>RH</b>	
<b>Pond at Spring Close</b>	Nominal value	N/A	As above	////	////		<b>Ad hoc checks by TAGWG plus annual check Risk assessment</b>	<b>RH</b>	
<b>Millennium Garden:</b>	<b>Nominal Value</b>	£ 500.00	May 2001	N/A	N	nil	<b>Annual check</b>	<b>RH</b>	
				////	////				

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<b>War Memorials:</b>	Church Street & Spring Close	£ 48,873.02		£45000 £5000	Y	Low Vandalised, crashed into	Annual check	CG	
				////	////				
<b>Bus Shelter:</b>	Insurance Value	£ 6,000.00		£6304	Y	Low Vandalised, structural degradation	Annual check	CG	
				////	////				
<b>Street Furniture:</b>	73 Street Lights	£ 78,070.00	After 01/04/12	////	N	Low Malfunction	Ad hoc checks		
	37 Street lights plus new pole	£14766	August 2019	////	N	Low Malfunction			
	Refuse Bins	£ 1,200.00		////	N	Low Structural degradation resulting in injury to 3 <sup>rd</sup> parties	Ad hoc checks	SW	
	9 x Dog Bins	£ 1,305.00		////	N	Low Structural degradation resulting in injury to 3 <sup>rd</sup> parties	Ad hoc checks	SW	
	Benches x 5 Plus new bench Stamford Road	£ 3,000.00  £399	5 <sup>th</sup> bought 11/04/16  6 <sup>th</sup> bought July 2020	£721 for one 6 <sup>th</sup> one was £399	Y	Low Detach from base, structural degradation resulting in injury to third parties	Annual checks	CM	
	Vehicle Activation Signs x 2	£ 3825.00	30/06/16	£4017	Y	Med Damage or failure	Adequate training, proper use, regular inspections by working group/Cllrs		

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	VAS Batteries x 3	£ 708.90	30/06/16	N/A	N	Nil		
	Solar VAS plus Post	£ 4452.00	Aug 2017	£4586	Y	As above	As above	
	Village Signs x2	£ 1715.25	17/01/17	£1802	Y	Nil	Annual checks	IL
	Grit Bins x 6	£1750	20/10/18	?	N	Low Wear and tear leading to sharp edges and injury to 3 <sup>rd</sup> party, loss of grit	Ad hoc checks	IL
<b>Gd Maint. Equipment</b>	Honda Rotary Mower	£ 700.75					Not the PC's	
				////	////			
<b>Office Equipment:</b>	PC, screen, printer/fax/copier	Written Off	01/04/15	////	N/A			
	Laptop, and software	Written Off	09/10/17	////	N/A			
	printer	£ 49.00		£60	N	Low/med Printer breaks down, no ink available	Clerk to maintain, arrange use of own equipment if needed	
	Chain of Office/Medallion	£ 574.13		£608	Y	Low Not stored safely, stolen, broken	Kept securely, annual checks	
	Laptop and software	£ 400.00	25/02/17	£450	Y	Low Laptop breaks down, comes to end of useful life	Get repaired as necessary, clerk to maintain	
<b>First Aid Equipment:</b>	Defibrillator	£ 780.00		£1030	Y	Low	Monthly checks done by councillors and reported	

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						Breaks down, stolen			
	Defibrillator Cabinet	£ 345.00		£412	Y	Low Cabinet breaks, risk of injury, defib stolen	As above		
	Defibrillator ( Donated)	£ 780.00	01/06/2017	£1030	Y	As above	As above		
	Defibrillator Cabinet( Donated)	£ 345.00	01/06/2017	£412	Y		As above		
<b>Totals</b>	AGAR 21/22								

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	<b>Risk area</b>	<b>Risk level</b>	<b>Controls in place</b>
<b>Assets</b>	Protection of physical assets	Medium	Assets insured for loss or damage according to asset register. Value adjusted annually. Routine inspections carried out. Asset list checked and updated annually.
	Security of buildings, equipment etc	Medium	IT equipment and records located within Clerk's premises.
<b>Finance</b>	Banking	Medium	All monies held in Unity Trust Bank Plc. Current account only at present. All bank statements cross referenced with accounts spreadsheet cash book. Monthly checks by Councillors done of invoices/bank statements/bank reconciliation.
	Loss of cash through theft or dishonesty	Low	Cash rarely handled. Some allotment holders pay Allotment Manager in cash and hands to Clerk to pay in. All other transactions by bank transfer. Monthly reconciliation by clerk circulated for monthly meetings.
	Financial controls and records	Medium	All payments are authorised at meetings and cheques signed by 2 signatories (rarely used) and bank transfer payments set up by clerk on line and authorised for payment by 2 councillors/signatories.
	Comply with HM Revenue and Customs regs for VAT and PAYE	Medium	VAT payments made and reclaim calculated and submitted by clerk at least annually. Internal and external audits carried out. PAYE payments calculated using Basic Tools software and paid direct to HMRC and subtracted from clerk pay.
	Sound budgeting to underlie annual budget	Medium	Finance Committee meets to discuss annual budget requirements and puts proposal to full council in November/December to discuss and approve. Precept derived directly from this. Expenditure against budget reported to council monthly.

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	Authorisation and control of supply of goods and services	Medium	Supply of all goods and services regulated by the council's Financial regulations. These are checked and updated annually. Where required, written quotations are supported by written purchase orders. All transactions are approved by the council. Some contract/utility payments can be made between meetings where payments are agreed in advance. Financial records available for public inspection 15 days prior to the audit.
	Rick to third party, property or individuals	Medium	Insurance in place. Open spaces checked regularly. Trees and land investigated if damage reported and regular tree surveys carried out.
<b>Liability</b>	Legal liability as consequence of asset ownership	Medium	Insurance in place. Play equipment checked weekly by councillors. Other assets checked annually as per asset risk assessment.
<b>Employer</b>	Comply with employment law	Medium	Membership of NCALC. Clerk training for CiLCA qualification. Councillors go on employment training.
	Comply with inland revenue requirement	Medium	Audits carried out. PAYE tax payments made. Home office allowance reviewed and agreed. Clerk pay agreed by staffing committee and full council.
<b>Liability</b>	Safety of staff and visitors	Low	Clerk works from home. House insurance in place. 2 members of council to be present when books are open for inspection. Councillors contacted by telephone by members of the public.
	Service interruption due to long term absence of clerk	Medium	Standby cover required in budget



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	Ensure activities are within the legal powers	High	Clerk clarifies legal position on any new proposal. Legal advice sought where necessary. Clerk CILCA trained
<b>Legal liability</b>	Proper and timely reporting via meetings and minutes	Medium	Council meets monthly and receives and approves minutes of the last meeting. Minutes made available to public on the notice board and website. All draft minutes checked before publication. Standing Orders in place and reviewed and agreed annually.
	Proper document control	Medium	Data storage to comply with Data Protection Act and GDPR. All documents stored at clerk premises.
<b>Councillor propriety</b>	Register of interests and code of conduct	Medium	Register of interest completed on appointment and updated as and when necessary. Code of conduct adopted and Councillors Declaration of Acceptance signed following adoption of new Code of conduct. Chairman's Declaration of Acceptance signed annually. All members are required to make a declaration of interest in any item on each agenda at the start of each meeting.

**Totals insured £**

**Office equipment £1000**

**Play/gym equipment £tbd**

**Street furniture incl MVAS £68000**

**General (defib, fence) £5300**

Risk – insured value doesn't match replacement value

Action – clerk to update register and check insurance policy at time of renewal