

EASTON ON THE HILL PARISH COUNCIL-ASSETS REGISTER AS AT APRIL 2026
Plus risk assessments/management

			Date	Replacement	Insure			2026
		Value	Acquired	value	Y/N	Risk/ level	Risk assessment & action	TBA
					Excess £250			
<u>Playing Field:</u>	Nominal Value	£ 1,000.00	1967	////	N		N/A	
	Gates	£ 300.00		////	N	Low Structural degradation resulting in injury to 3 rd party	Annual check and contractor checks	CLlr
	Safety matting under swing	£ 3,259.50		////	N	Low Wear and tear results in trip hazard/injury to 3 rd party	ROSPA/monthly caretaker check	
	Dog Bin x 2	£ 300.00	1 = March 2024	////	N	Low Sharp edges/breaks resulting in injury or poison	Annual / adhoc checks	CLlr
	Litter Bin	£ 298.00		////	N	Low Sharp edges/breaks leading to injury	Annual/ad hoc checks	CLlr
	Youth Shelter & Basket area	£ 7800	11/02/2013	9280	Y	Low Vandalism/wear and tear leading to 3 rd party injury	Annual ROSPA Contractor check	
	CCTV camera for PF/car park and height barrier	£1108	Jan 2025	1108	Y	Low risk Vandalism leading to 3 rd party injury/malfunction	Ad hoc contractor checks Annual CLlr checks?	CLlr
	Alarm at pavilion/garage	£300	April 2024	300	Y	Low risk	Checks and testing by GMC	

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						Vandalism leading to malfunction/theft	
	Boot scraper	£134	Nov 2024	134	N	Low risk Wear and tear leading to 3 rd party injury	Ad hoc checks and user checks
	New trees	£500	Feb 2025	500	N	Low risk whilst small Disease and wind damage leading to 3 rd party injury	Ad hoc checks by GMC Tree surveyor checks
Groundsmaintenance equipment	Jacobsen ride on mower	£1000	Aug 2023	£15000	Y	Medium Faulty mechanism or untrained user causing injury to users/members of the public	Annual and regular checks by contractor including regular servicing and training.
	Square roller	£600	Aug 2023	£7000	Y	Medium Faulty mechanism or untrained user causing injury to users/members of the public	Annual and regular checks by contractor plus regular servicing and training.
	Ransomes strip and square mowers	£500x3	Aug 2023	£5500 x 2 7500 x 1	Y	Medium Faulty mechanism or untrained user causing injury to users/members of the public	Annual and regular checks by contractor plus regular servicing and training.
	Combi rake	£500	Aug 2023	£1200	Y	Low Equipment left unattended and injury caused to	Careful management of equipment and awareness of risks.

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						member of the committee or public by misuse or lack of awareness	
	Boundary rope and reel	£500	Aug 2023	£1500	Y	Low Equipment left unattended and injury caused to member of the committee or public by misuse or lack of awareness. Risk of rope burns if not handled properly	Careful management of equipment and awareness of risks. Ad hoc checks by contractor
	Crease marking jig	£160	Aug 23	£400	Y		
	Gas BBQ and hand tools	SCRAP			Y	Low Not used appropriately/wear and tear leading to injury to 3 rd party	Regular checks and training by contractor plus careful management as per instructions.
	Roll on covers, cricket nets and mats, Sight screens, one push and one fabric, roll out wicket cover, bowling machine	Covers £2000 Site screen £700 Nets £700 Bowling machine £500	Aug 2023	CE5000 SS1500 N1400 BM1000	Y	Med Not used approp/wear and tear leading to injury to 3 rd party	Regular checks by contractor
	Scarifier	£260	April 2025	£300	y	Medium risk Malfunction due to wear and tear and injury to 3 rd party	Regular checks by GMC

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						Not used as per instructions/lack of knowledge	
	SPORTS PAVILION Building plus contents (3k) Storage container (£400)	£1 £1 £400	July 2023	£130k 3300 £420	Y	Medium Health and safety/fire risk issues not addressed leaving it unsafe and dangerous to users and risk to life or injury.	Regular health and safety checks and fire risk checks and actions/training taken as appropriate. Signage/notices in place to comply with legal requirements. Experienced personnel to audit buildings annually.
	Outdoor gym equipment x 2	£1836 £4000 For outdoor gym equipment	October 2020 May 2025	1923 4000	Y	Med Not used appropriately/wear and tear leading to injury to 3 rd party	ROSPA annual plus Caretaker 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	27562	Y	Med Not used appropriately/wear and tear leading to injury to 3 rd party	ROSPA annual plus Caretaker 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	33075	Y	Med Not used appropriately/wear and tear leading to injury to 3 rd party	ROSPA annual plus Contractor Weekly/fortnightly/monthly checks dependent on weather and time of year
	Woodland area						

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	Gazebo and seats Insect hotel Nesting boxes,various/TOO LS NR	£1200 £800 £260	August 2022> Feb 2025	£2373 £1812/842	Y	Low Not used appropriately/wear and tear leading to injury to 3 rd party	Checks by Contractor as above	
	Picnic benches/anchor kit x 2	£460	June 2020	507	N	Low Structural degradation resulting in injury to 3 rd party	Ad hoc and annual checks	ClIr
	2 x bench seats, recycled	£890	October 2023	£934	Y	Low Structural degradation resulting in injury to 3 rd party	Ad hoc and annual checks	ClIr
The Close:	Combination swings of 2 childs and cradle swing	£ 3,000.00		3577	N	Med Not used appropriately/wear and tear leading to injury to 3 rd party	ROSPA annual plus Contractor weekly/fortnightly/monthly checks	
	Arch			2494	N	I	As above	
	Slide	£ 1,800.00		5543	N	I	As above	
	Safety Surfacing for above	£ 7,361.42	10/06/2012	8269	N	I	As above	
	2 Springies & safety surface	£ 3,793.65	10/06/2012	4189	N	I V	As above	
	Bench Seat	£ 455.00		£795	Y	Low Structural damage leading to injury to 3 rd party	Annual check	ClIr
				////	////			

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<u>Allotments:</u>	Nominal Value	£ 500.00	Not Known	N/A	N	Nil		
	Fence	£ 2,259.00		£2839	Y	Low Degrades, falls/breaks	Annual checks	Cllr
Removed	Standpipe and tap (Cricket club's)							
				////	////			
<u>Pocket Park: (Spring Close)</u>	Nominal Value	£ 500.00	Gifted 1977 Registered 1996	N/A	N	nil	Ad hoc checks by Trees and Greens Working Party plus monthly checks by Cllrs	
<u>Pond at Spring Close</u>	Nominal value	N/A	As above	////	////		Ad hoc checks by TAGWG plus annual check Risk assessment	
<u>Millennium Garden:</u>	Nominal Value	£ 500.00	May 2001	N/A	N	nil	Annual check	Cllr
				////	////			
<u>War Memorials:</u>	Church Street & Spring Close	£ 48,873.02		£47250 £26250	Y	Low Vandalised, crashed into	Annual check	Cllr
				////	////			
<u>Bus Shelter:</u>	Insurance Value	£ 6,000.00		£6950	Y	Low Vandalised, structural degradation	Annual check	Cllr
				////	////			
<u>Street Furniture:</u>	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		

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	New column	£1009	Oct 22		N	Low Malfunction		
	Refuse Bins	£ 1,200.00		////	N	Low Structural degradation resulting in injury to 3 rd parties	Ad hoc/annual checks	CLlr
	9 x Dog Bins	£ 1,305.00		////	N	Low Structural degradation resulting in injury to 3 rd parties	Ad hoc/annual checks	CLlr
	Benches x 5 Plus new bench Stamford Road	£ 3,000.00 £399	5 th bought 11/04/16 6 th bought July 2020	£757 for one 6 th one was £419 Total +5% £4414	Y	Low Detach from base, structural degradation resulting in injury to third parties	Annual checks	CLlr
	Vehicle Activation Sign x 2 (one broke)	£ 1912.50	30/06/16 October 2024	£2214 £2362	Y	Med Damage or failure	Adequate training, proper use, regular inspections by working group/CLlr	
	Solar MVAS	£2250	Oct 2022	£2362	Y	Med Damage or failure	As above.	
	VAS Batteries (x 10)	£ 708.90	30/06/16 – Oct 22	N/A	N	Nil		
	Village Signs x2	£ 1715.25	17/01/17	£1987	Y	Nil	Annual checks	CLlr
	Grit Bins x 6	£1750	20/10/18	?	N	Low Wear and tear leading to sharp edges and injury to 3 rd party, loss of grit	Ad hoc and annual checks	CLlr
	Fingerpost signs x 6	£600	Feb 23	£600	N	Low Wear and tear leading to sharp		CLlr

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						edges and injury to 3 rd party,		
	Flagpole	£175	Feb 2025	£175	N	Wear and tear/vandalism leading to malfunction and injury to 3 rd party,		CLlr
	Commemorative bike	£200	May 2025	£200	N	Wear and tear/vandalism leading to malfunction and injury to 3 rd party		CLlr
Gd Maint. Equipment	Honda Rotary Mower	£ 700.75					Not the PC's	
				////	////			
Office Equipment:	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		£63	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		£670	Y	Low Not stored safely, stolen, broken	Kept securely, annual checks	
	Laptop and software	£ 400.00	25/02/17	£496	Y	Low Laptop breaks down, comes to end of useful life	Get repaired as necessary, clerk to maintain	
First Aid Equipment:	Defibrillator New ones Oct 25	£ 780.00 £549		£1135	Y	Low Breaks down, stolen	Monthly checks done by councillors and reported	

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	Defibrillator Cabinet	£ 345.00		£454	Y	Low Cabinet breaks, risk of injury, defib stolen	As above	
	Defibrillator new ones	£ 780.00 £549	01/06/2017	£1135	Y	As above	As above	
	Defibrillator Cabinet(Donated)	£ 345.00	01/06/2017	£454	Y		As above	
Totals	AGAR 24/25	<u>£257155.87</u>						
New total	April 2026	<u>269574.87</u>						

Added for May 2025 Insure or not? Y or N

New camera at PF, height barrier (£1108) - Y

Alarm at pavilion (£300) Y

Boot scraper (£134) – N

Trees (£500) N

Extra playing field gym equipment £4k – Y

MVAS £2250 – Y

Flagpole – £175 N

Bike £200 N

Nesting boxes £1812 tools NR £842

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Additional items post May 2025 –

New defibs x 2 bought for £1098

Mower – additional one, refurbed – value?

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	Risk area	Risk level	Controls in place
Assets	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. Alarm fitted to pavilion and garage. Regular checks by contractor.
Finance	Banking	Medium	All monies held in Unity Trust Bank Plc. Current and Instant access accounts 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. Invoices copied to Cllrs before authorisation.
	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	PL Insurance in place. Open spaces checked regularly. Trees and land investigated if damage reported and regular tree surveys carried out. Assets checked regularly for safety/wear and tear. Regular inspections and audits/risk assessments carried out on building and in place for activities.
Liability	Legal liability as consequence of asset ownership	Medium	Insurance in place. Play equipment checked weekly by contractor. Other assets checked annually as per asset risk assessment. Defibs and Spring Close checked monthly by Councillors.
Employer	Comply with employment law	Medium	Membership of NCALC and SLCC. Clerk CiLCA qualified. Councillors and clerk go on specific (employment) training. Ie harassment law change, GDPR
	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.
Liability	Safety of staff and visitors	Low	Clerk works from home. House insurance in place. HSE risk assessment carried out. 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 in insurance policy.

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	Ensure activities are within the legal powers	High	Clerk checks and clarifies legal position on any new proposal. Legal advice sought where necessary. Clerk CiLCA trained.
Legal liability	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 or at archives.
Councillor propriety	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 periodically reminded to update their register and are required to make a declaration of interest in any item on each agenda at the start of each meeting.

Totals insured £

Office equipment £630/Chain of office £670

Play/gym equipment £78750 plus insect hotel/seating £2260

Street furniture incl MVAS £24400

Gates/fences £3885

War memorials £73500

General (defib) £3178

Mowers and machinery £7500 now £40500

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Sports equipment £13125 now £12300

General contents of pavilion £3300 plus air con unit £4000 £7300

Pavilion building £130-150k now 500k

Risk – insured value doesn't match replacement value

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