|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Date** | **Replacement** | **Insure** |  |  | **2024** |
|  |  | **Value** | **Acquired** | **value** | **Y/N** | **Risk/** **level** | **Risk** **assessment & action** | **TBA** |
|  |  |  |  |  | Excess£250 |  |  |  |
| **Playing Field:** | Nominal Value | £ 1,000.00 | 1967 | //// | N |  | N/A |  |
|  | Gates | £ 300.00 |  | //// | N | LowStructural degradation resulting in injury to 3rd party | Annual check and contractor checks |  |
|  | Safety matting under swing | £ 3,259.50 |  | //// | N | LowWear and tear results in trip hazard/injury to 3rd party | ROSPA/monthly caretaker check |  |
|  | Dog Bin x 2 | £ 300.00 | 1 = March 2024 | //// | N | LowSharp edges/breaks resulting in injury or poison | Annual / adhoc checks |  |
|  | Litter Bin | £ 298.00 |  | //// | N | LowSharp edges/breaks leading to injury | Annual/ad hoc checks |  |
|  | Youth Shelter ~~& Basket area~~ | £ 7800 | 11/02/2013 | 8837 | Y | LowVandalism/wear and tear leading to 3rd party injury | Annual and Contractor check |  |
|  | Jacobsen ride on mower | £1 | Aug 2023 | £2000 | Y | MediumFaulty mechanism or untrained user causing injury to users/members of the public | Annual and regular checks by PFMG members plus regular servicing and training. |  |
|  | Square roller | £1 | Aug 2023 | £1000 | Y | MediumFaulty mechanism or untrained user causing injury to users/members of the public | Annual and regular checks by PFMG members plus regular servicing and training. |  |
|  | Ransomes strip and square mowers | £1 | Aug 2023 | £2000 | Y | MediumFaulty mechanism or untrained user causing injury to users/members of the public | Annual and regular checks by PFMG members plus regular servicing and training. |  |
|  | Combi rake | £1 | Aug 2023 | £900 | Y | LowEquipment left unattended and injury caused to member of the committee or public by misuse or lack of awareness | Careful management of equipment and awareness of risks. |  |
|  | Boundary rope and reel | £1 | Aug 2023 | £800 | Y | LowEquipment 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.Annual checks by PFMG members. |  |
|  | Crease marking jig | £1 | Aug 23 | £175 | Y |  |  |  |
|  | Gas BBQ and hand tools | £1 | Aug 2023 | £300 | Y | LowNot used appropriately/wear and tear leading to injury to 3rd party | Regular checks and training by PFMG members 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 | £1 | Aug 2023 | £12500 | Y | MedNot used appropriately/wear and tear leading to injury to 3rd party |  |  |
|  | SPORTS PAVILIONBuilding plus contents (3k)Storage container (£400) | £1£1£400 | July 2023 | £80-100k | Y | HighHealth 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 | £1836For outdoor gym equipment | October 2020 | 1836 | Y | MedNot used appropriately/wear and tear leading to injury to 3rd 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 | 26250 | Y | MedNot used appropriately/wear and tear leading to injury to 3rd party | ROSPA annual plus Caretaker Weekly/fortnightly/monthly checks dependent on weather and time of year |  |
|  | Play equipment phase 2Zip wire, swirl roundabout, swings 4 bay, freestyle, surf rider | 30k inc installation net of vat | April/May 2022 | 31500 | Y | MedNot used appropriately/wear and tear leading to injury to 3rd party | ROSPA annual plus Contractor Weekly/fortnightly/monthly checks dependent on weather and time of year |  |
|  | **Woodland area**  |  |  |  |  |  |  |  |
|  | Gazebo and seatsInsect hotel | £1200£800£260 | August 2022> | £2260 | Y | LowNot used appropriately/wear and tear leading to injury to 3rd party | Checks by Contractor as above |  |
|  | Picnic benches/anchor kit x 2 | £460 | June 2020 | 483 | N | LowStructural degradation resulting in injury to 3rd party | Ad hoc and annual checks |  |
|  | 2 x bench seats, recycled | £890 | October 2023 | £890 | Y | LowStructural degradation resulting in injury to 3rd party | Ad hoc and annual checks |  |
| **The Close:** | Combination swings of 2 childs and cradle swing | £ 3,000.00 |  | 3407 | N | Med Not used appropriately/wear and tear leading to injury to 3rd party | ROSPA annual plus Contractor weekly/fortnightly/monthly checks |  |
|  | Arch |  |  | 2375 | N | I | As above |  |
|  | Slide | £ 1,800.00 |  | 5279 | N | I | As above |  |
|  | Safety Surfacing for above | £ 7,361.42 | 10/06/2012 | 7875 | N | I | As above |  |
|  | 2 Springies & safety surface | £ 3,793.65 | 10/06/2012 | 3990 | N | IV | As above |  |
|  | Bench Seat | £ 455.00 |  | £757 | Y | LowStructural damage leading to injury to 3rd party | Annual check |  |
|  |  |  |  | //// | //// |  |  |  |
| **Allotments:** | Nominal Value | £ 500.00 | Not Known | N/A | N | Nil | **Annual check** |  |
|  | Fence | £ 2,259.00 |  | £2704 | Y | LowDegrades, falls/breaks | **Annual checks** |  |
| Removed | Standpipe and tap(Cricket club’s) |   |  |  |  |  |  |  |
|  |  |  |  | //// | //// |  |  |  |
| **Pocket Park:****(Spring Close)** | Nominal Value | £ 500.00 | Gifted 1977Registered 1996 | N/A | N | nil | **Ad hoc checks by Trees and Greens Working Party plus annual check** |  |
| **Pond at Spring Close** | Nominal value | N/A | As above | //// | //// |  | **Ad hoc checks by TAGWG plus annual check****Risk assessment** |  |
| **Millennium Garden:** | Nominal Value | £ 500.00 | May 2001 | N/A | N | nil | **Annual check** |  |
|  |  |  |  | //// | //// |  |  |  |
| **War Memorials:** | Church Street & Spring Close | £ 48,873.02 |  | £45000£25000 | Y | LowVandalised, crashed into | **Annual check** |  |
|  |  |  |  | //// | //// |  |  |  |
| **Bus Shelter:** | Insurance Value | £ 6,000.00 |  | £6619 | Y | LowVandalised, structural degradation | **Annual check** |  |
|  |  |  |  | //// | //// |  |  |  |
| **Street Furniture**: | 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 | LowMalfunction |  |  |
|  | New column | £1009 | Oct 22 |  | N | LowMalfunction |  |  |
|  | Refuse Bins | £ 1,200.00 |  | //// | N | LowStructural degradation resulting in injury to 3rd parties | Ad hoc/annual checks |  |
|  | 9 x Dog Bins | £ 1,305.00 |  | //// | N | LowStructural degradation resulting in injury to 3rd parties | Ad hoc/annual checks |  |
|  | Benches x 5Plus new bench Stamford Road | £ 3,000.00£399 | 5th bought 11/04/166th bought July 2020 | £757 for one6th one was £419 | Y | LowDetach from base, structural degradation resulting in injury to third parties | Annual checks |  |
|  | Vehicle Activation Sign x 1 (one broke) | £ 1912.50 | 30/06/16 | £2109 | Y | MedDamage or failure | Adequate training, proper use, regular inspections by working group/Cllrs |  |
|  | Solar MVAS | £2250 | Oct 2022 | £2250 | Y | MedDamage or failure | As above. |  |
|  | VAS Batteries (x 10) | £ 708.90 | 30/06/16 – Oct 22 | N/A | N | Nil |  |  |
|  | Solar VAS plus Post | £ 4452.00 | Aug 2017 | £4815 | Y | As above | As above |  |
|  | Village Signs x2 | £ 1715.25 | 17/01/17 | £1892 | Y | Nil | Annual checks |  |
|  | Grit Bins x 6 | £1750 | 20/10/18 | ? | N | LowWear and tear leading to sharp edges and injury to 3rd party, loss of grit | Ad hoc and annual checks |  |
|  | Fingerpost signs x 6 | £600 | Feb 23 | £600 | N |  |  |  |
| **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 |  | £60 | N | Low/medPrinter breaks down, no ink available | Clerk to maintain, arrange use of own equipment if needed |  |
|  | Chain of Office/Medallion | £ 574.13 |  | £638 | Y | LowNot stored safely, stolen, broken | Kept securely, annual checks |  |
|  | Laptop and software | £ 400.00 | 25/02/17 | £472 | Y | LowLaptop breaks down, comes to end of useful life | Get repaired as necessary, clerk to maintain |  |
| **First Aid Equipment:** | Defibrillator | £ 780.00 |  | £1081 | Y | LowBreaks down, stolen | Monthly checks done by councillors and reported |  |
|  | Defibrillator Cabinet | £ 345.00 |  | £433 | Y | LowCabinet breaks, risk of injury, defib stolen | As above |  |
|  | Defibrillator ( Donated) | £ 780.00 | 01/06/2017 | £1081 | Y | As above | As above |  |
|  | Defibrillator Cabinet( Donated) | £ 345.00 | 01/06/2017 | £433 | Y |  | As above |  |
| **Totals** | AGAR 22/23 | **£255113.87** |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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. |
|  |  |  |  |
| **Finance** | 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. |
|  |  |  |  |
|  | 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. |
|  |  |  |  |
| **Liability** | 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. |
|  |  |  |  |
| **Employer** | 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. |
|  |  |  |  |
| **Liability** | 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 |
|  |  |  |  |
|  | Ensure activities are within the legal powers | High | Clerk 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. |
|  |  |  |  |
| **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 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) £1847**

**Mowers and machinery £7500**

**Sports equipment £13125**

**General contents of pavilion £3150**

Risk – insured value doesn’t match replacement value

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