# SUNNINGHILL & ASCOT PARISH COUNCIL

# SUNNINGHILL & ASCOT PARISH COUNCIL RISK MANAGEMENT PROCESSES (reviewed May 2021)

**Risk Management**

The Parish Council uses the Local Council Risk System to assess risk and identify remedial action.

# Budget & Accounting Control

The Parish Council sets the budget and related precept in January of each year.

A monthly report is issued to the Council detailing spend, income and balances against individual budget items. The monthly cheques issued/BACS transfers are signed by two authorising Councillors and reported to Council.

All purchase payments require supporting invoices which are coded by the Clerk and signed by two authorising Councillors.

An external agency manages the Parish Council’s salary, PAYE and pension payments. The Clerk is responsible for all banking transactions. A limited number of direct debits and standing orders are in place where cheque payment is not possible and these transactions are approved each year by Council and recorded within the Financial Regulations.

The Fidelity Insurance level is considered to be sufficient as the Clerk has no direct access to monies, but is reviewed each year.

# Reporting

Members are fully informed on all matters that affect the Parish Council, and relevant actions taken which are minuted. Agenda & Minutes are circulated to Members, Libraries and the Press so that full communication exists (where confidential matters exists an attachment to the minutes are issued to Members only and affixed to the official Office Minutes).

Draft minutes of meetings are sent to all interested parties within seven days, with the official Minute Book holding a printed signed off copy.

Minutes are always available for public inspection.

Notice Boards exist around the Parish for the publication of Agendas as does the Parish Council web site, which also contains generic Parish Council information and the monthly cheque report.

A schedule of Meetings is published to all Councillors and interested parties.

# Key staff

The Council employee’s contracts of employment have been reviewed. The Parish Council is considered too small to have succession planning. It has reduced the risk of key staff by outsourcing financial process management and by employing specialist contractors for technical services such as grounds maintenance, plumbing, electrics and tree works.

# Health & Safety

Weekly checks of play equipment are carried out and a report signed by the Clerk, quarterly external inspections by Playground Inspection Ltd and an annual ROSPA inspection are also carried out and reported on.

The two Changing facilities are cleaned by a cleaning contractor each week and the pitches are marked out and inspected each week for any material that could cause an accident.

Regular site clearing of vegetation growth and broken branches takes place at each of the Parish Council’s recreation areas to ensure user safety.

The Council employs an external tree surgeon to identify necessary tree works and carry out a safety survey on a regular basis. The Council employs an external plumber and electrician to carry out a safety check on the Parish drains, plumbing and electrics on a regular basis.

Sites are checked weekly as regards broken glass and litter. Dog bins and generic waste bins are sited at all sites and emptied two to three times a week by an approved waste carrier.

The cemetery is subject to its own conditions.

The Parish Council Office is leased from the Ascot Authority and covered by their risk assessments.

The Pavilions/ Changing Units at Victory Field Recreation Ground and South Ascot Recreation Ground are subject to a fire risk assessment.

# Insurance

The Parish Council holds all necessary insurances and these are reviewed on a yearly basis.

# Standing Orders and Financial Regulations

These are reviewed annually by full Council.

**Asset Register**

The register is amended annually and items removed or added accordingly.

# Maintenance

All items requiring repair are carried out in a timely manner by approved contractors.

**The Model Information Scheme**

This details the Parish Council’s health and safety policy, equal opportunities policy, document management procedures, complaints procedure, data protection policy and fees charged.

**Allotments, Football Pitches and Tennis Courts**

The Parish Council is responsible for the management of 1 full sized allotment plot and 12 half sized plots, two senior sized football pitches and two tennis courts. The Leisure Committee review the fees for these facilities annually. Allotment holders, football teams and tennis coaches hire the facilities on an annual basis, under agreement. Income received is recorded and receipts issued. The users hold their own insurance and the relevant documentation, including CRB checks for the tennis coaches and professional licenses are held within the Parish Council Office. The Clerk issues keys from the Office for the use of the facilities. Again, all income received is recorded.

**Events**

From time to time the Parish Council is involved in the running of community events, such as the Victorian Street Fayre and Summer Party. These events are managed by ad hoc working parties made up of Parish Councillors and stakeholders, the minutes of which are reported to full Council. Any expenditure is subject to the regular financial processes.

Adopted:

Minute Ref:

Review Date: