

19.3.12	Reviewed - 656/12 and no changes were made				
20.5.13	Reviewed - 2.6 Fidelity Guarantee changed from none to £25,000 cover for members and employees.				Key
19.5.14	Reviewed - war memorial to be safety inspected in 2014.				H - exceptional
14.9.15	Phone box added				N - Normal
1.8.16	3 Benches added and defibrillator				AT - already taken
2.5.17	Reviewed - Bank & fraud updated. Transparency code with website min.ref. 048/16				X - required
2.3.18	Reviewed - March 2018 and many items added				
20.5.19	Reviewed - May 2019				
17.7.19	Reviewed - July 2019				
1.3.20	Reviewed - March 2020				
06.06.22	Reviewed - May 2022				
	RISK	MITIGATION	VALUE	ACTION	REVIEW DATE & COMMENT
1.0 WAR MEMORIAL CARETAKER/GARDENER					
					Order form for protective clothing and equipment sent to employees in 2007.
1.1	Injury caused by passing vehicles to person(s) working on roadside.	Wear hi-viz protective gear. Display "Men at Work" sign.	H	AT	(Village cleaner in Jan and War memorial caretaker in May). Village cleaner left Jan 2011. Protective clothing purchased for War Memorial caretaker in 2011. New caretaker and new protective clothing purchased and 'men at work' sign (min. ref. 075/17b
1.2	Injury caused by broken glass or sharp objects.	Wear protective gloves.	N	AT	
1.3	Infection caused by contamination or by animal faeces.	Wear protective gloves, or use "grabbers" or scoop.	N	AT	
1.4	Injury caused by mower or other power-driven tools. (Relates to War Memorial maintenance).	Wear protective clothing, gloves, and boots.	N	AT	
1.5	Injury caused by lifting heavy bags/containers of garden rubbish.	Do not overfill.	N		
NOTE: These risks apply to any persons carrying out War Memorial gardening/general maintenance and Village Cleaning.					
2.0 PARISH COUNCIL ACTIVITIES AND RESPONSIBILITIES					

2.1	Fraud.	All parish councillors sign up to the Code of Conduct.	N	AT	
		The Clerk is also the Responsible Financial & Returning Officer		AT	Training ref.026/17
		The council has an Internal Auditor.		AT	
		BDO Stoy Hayward LLB are the External Auditors.		AT	
		Cheques (if used) are signed by RFO + 2 councillors and supported with invoices/relevant documentation. Cheque stubs are initialled by the 2 councillors who sign the cheque. Most paymentsts are now authorised via online banking requiring dual authorisation. Back up invoice and receipts kept as record against all payments	N	Ongoing	Change to 2 cllrs and not clerk min.ref. 035/16(d) and 036/16. Clerk added as signatory (min ref 075/17)
		Payments are reported in the minutes.	N	Ongoing	
		Receipts and Payments accounts are circularised to the councillors.	N	Ongoing	
		Bank signatures to be checked and amended when a councillor leaves	N	Ongoing	See above
2.2	Illness of Parish Clerk/RFO.	The Parish Clerk/RFO maintains clear and auditable records. Whilst the Parish Council's operations would be seriously impaired should she be unable to temporarily perform her duties, it is considered that the Council would be able to continue to perform (albeit not as sufficiently) until she could return to full duties.	N	Ongoing	
2.3	Failure of Parish Council to implement decisions.	This is always a concern. The Parish Council attempts to operate in an open manner that is under the scrutiny of the public. The individual members of the Parish Council have a responsibility to ensure that the business of the day is carried out. Meetings are recorded and actions outstanding are endeavoured to be addressed at following meetings.	N	Ongoing	Training courses: Chairmanship, New Councillors (min.ref. 049/16) and 2 cllrs for planning course (min.ref. 026/16)
2.4	Bad budgeting.	The Parish Clerk/RFO prepares a draft budget in November of each year, the figures of which relate to the pro rata payments and receipts to date for the current year and forecast payments and receipts for the following year. This budget is amended/left unchanged, resolved upon by the members and forms part of the minutes. This budget includes the precept for the following financial year.	N	Ongoing	Precept planning Min. Ref. 007/17. EOY processes course for clerk 026/17 & The clerks year 052/17 Budget planning 012/19. The bank balance is getting high so it was decided to let SODC keep any CIL payments till a project is costed 055/20 Budget discussed and agreed

2.5	Misinforming the public.	The Parish Council meetings are open to the public with a slot allocated for "Questions from Parishioners." The publication scheme is advertised. The parish now has a website www.rotherfieldgreys.org.uk which contains minutes, accounts and budget information. To ensure that website and account records have disaster recovery a USB stick (min.ref 012/17) is updated before each meeting and swapped with the previous one which is held by N. Digby. Also new 2016 is a alert email service for parishioners which is ongoing to increase coverage.	N	Ongoing	EOY accounts (min.ref 02/17 & 044/16(d)) put on website with minutes. Audit reports also. Email alert system called GAG (Greys Alert Grapevine) informs the parishioners of local news and agenda for meeting. (min.ref 049/16). This continues every two months 208/19
2.6	Fidelity Guarantee	£25,000 cover for members and employees. Excess £100 each and every loss.	N		
2.7	Transparcy Code	The new website has been purchased and written with page for minutes and related budget and reports displayed		Ongoing	The clerk now has a government approved email address for the parish March 2020
2.8	Data Protection directive	Has to have procedures in place 25/5/18. ND is DP officer.			073/17 ND elected officer. Now changed as ICO annual payment not needed 034/19
					013/18 ND to go on DP course and pc stance on the legislation made as 'legitimate interest'.
2.9	Data backup	One drive purchased for council containngg all electronic files			This form a diaster recovery process
3.0 EXTERNAL STRUCTURES					
3.1	Disused well adjacent to "Shepherds," Shepherds Green.	This is extremely deep and is situated within a padlocked shed that is adjacent to the log shed within the curtilage of "Shepherds," Shepherds Green. The well hole is covered with a heavy metal plate. It is essential that the well shed is padlocked at all times to avoid injury. Padlock and cover needs checking for soundness. The two keys to the padlock are held by Nick Dibdy of 'Pinfolds', Greys Green and Richard Ovey of Hernes Estate. Included on Asset Register and insured. Broken into Feb 2017 but only paddlock fixture forced. Mended End Feb 2017	H	Ongoing	Check cover and padlock for soundness (not rusted) twice a year. Ongoing to make this common land to have deeds and sell it (min.ref. 027/16 & 049/16 4th para & 061/16) - and still on-going (min ref 019/18) SOLD £690 051/18 and removed from insurance

3.2	Bus shelter (historic value) opposite the church.	This is on the site of an old disused well. It was badly damaged by a car in 2001 and was partly rebuilt by Butlers Bldrs. The oak gates were replaced in 2007. Lead ridging on roof was stolen in 2010 and replaced with clay ridge tiles in 2011. Theft not covered by insurance as tiles were open to the elements and not secured, and therefore involved no break-in. Hit by car and badly damaged in March 2011 (insurance claim). Ensure the structure is sound. Included on Asset Register and insured.	N	Ongoing	Check for soundness twice a year. JOP checked (min ref 077/17) and in a bad state of repair. The metal work and woodworm and re-painting has been done (Dec 2017). 4 pad stones to be replaced in Summer 2018 - this has still not been done. Stone mason has used a treatment instead.
3.3	War Memorial.	Hit by car in 2002 and confirmed by AF Jones, Masonry Contractor, in Sept '02 that no structural damage had been caused. Cleaning of stone and safety check carried out in 2009. Arrange safety inspection by masonry contractor every 5 years. Included on Asset Register and insured. The caretaker retired end 2016 and a replacement has been found (min ref 050/17)	N	Ongoing	Next inspection by masonry contractor to be arranged in 2014. A crack in the pad stone was found and repaired in 2014. JOP recorded the names of fallen on Imperial War website and War Memorial Trust website. It was decided to re-do the padstones around the base - to be done Spring 2018 (min ref 037/18 and log of damage to oak posts be recorded 13/19. clean requested May 22
3.4	Notice Boards:				
	Shepherds Green:	Replaced 2001. Check for soundness. Included on Asset Register but not insured.	N	Ongoing	Check for soundness twice a year. Sound but looking shamby - needs TLC - JOP to implement min.ref 036/16. JOP cleaned and it is laminated wood so not suitable for painting (min ref 019/18). Top keeps coming off. Replacement needed May 22 noted and quotation to be obtained

	Within Greys Village Hall grounds adjacent to car park:	Replaced 2005. Check for soundness. Included on Asset Register but not insured by council	N	Ongoing	Check for soundness twice a year
	Rotherfield Greys village - in Bus shelter	Bought 2019	N	Ongoing	Remove old notices and stain annually. Check locks
3.5	Shepherds Green: Phone box	Made a parish council asset in 2009. Restorated 2016 and re-insured at £2,500 (not audit value - £1)	N	Ongoing	Check for soundness twice a year
3.6	Rotherfield Greys village: Phone box	Made a parish council asset in 2017. In process of being restored. Nominal value - £1	N	Ongoing	Check for soundness twice a year
3.7	Memorial bench	Insuranced - bought 2016 - positioned on Greys Green. Secured with rods and security marked.	N	Ongoing	Check for soundness twice a year
3.8	Two old benches	Insuranced but only found to be owned by PC 2016 - situated around Greys Green. Security marked and rods to secure	£303		Check for soundness twice a year
3.9	Defibrillator - Maltsters Pub	Insuranced - min.ref. 032/16	£1,658	Ongoing	Check batteries and pads
		Batteries to be replaced every 4 years and pads every 2 years			Pads replaced 2018 039/18. New pads 22/21(b)
	Defibrillator - village hall	Bought 2020 received March 2020 but installed 17.7.2020 put on insurance ?? Still haven't heard if done?	£1,250		SODC grant paid cost.
3.10	5 village gates - 1 pair and 1 small in village - 2 pairs between Bolts Cross and Greys Green	Insurance informed - installation Feb 2018			Keep clean and wear hi-viz whilst inspecting or cleaning. Destroyed and replaced 2019 035/19