

EVENLEY PARISH COUNCIL

RISK SCHEDULE

ASSETS					
ASSET	RESPONSIBILITY	ACTION	LAST REVIEWED	FREQUENCY	COMMENTS
Village Hall building	Jeff Peyton-Bruhl	Visual inspection		Twice per year	
Village Green	Cathy Ellis	Visual inspection	ongoing	Weekly for litter/broken glass	
Seats/benches & table on green	Parish Council Cathy Ellis	Visual inspection	Sept 16	Monthly	
Goal Post on green	Parish Council	Visual inspection	ongoing	Monthly	funded by Evenley Matters, purchased by Mike Baul as ERA Treasurer. Steve Hogarth keeps an eye on them and orders replacement parts as necessary
Mowing	Cathy Ellis	Mow/maintain	ongoing	As required. Total number of cuts determined by budget.	
Trees on green	Cathy Ellis & Tree Surgeon if required	Inspection for damage/decay	Sept 16	Annually	
Pocket Park	Nic Hamblin & Merrick Loggin (park warden)	1) Visual inspection/mowing/Hedging 2) Visual inspection/remove	March 17	1) Monthly in the growing Season 2) Monthly for litter/broken glass	

		litter/empty bins			
Allotments	Lisa Proffitt & Tenants	1) Visual inspection 2) Housekeeping on each Plot	Feb 17	1) Monthly 2) Weekly	Well covered over Feb 17
Stone Wall	Parish Council	Visual inspection for damage/weeds	ongoing	Monthly	
Street lights	Spencer Burnham & Clerk – via E-ON Lighting maintenance	Visual inspection – all faults reported to E-ON as they occur	Feb 17	6 monthly	Photographic survey completed Sept 16 Inspection carried out Feb 17
Register of assets	Parish Council Clerk	Maintain register	May 16	annually	
FINANCE					
Cash books	Clerk & RFO	Maintain all entries. Check invoices prior to payment. Reconcile bank statements each month. Transfer funds to current account as required. Ensure all monies due are received and banked. Submit VAT return.	ongoing	Monthly As required – twice each year (minimum) Submit VAT return annually	
Audit	Clerk & RFO and Mike Baul	Internal Audit External Audit	April/May 2016	annually	All information in public domain SEP 2016
Budget & Precept	Clerk, Chair & Mike Baul	Meeting held to discuss and present draft to full council for approval. Submit to SNC	Jan 2017	annually	Finance meeting held in Oct. For discussion/approval on 07.11.16 Approved 30.01.17
Payment approval procedure	Clerk and councillors	Invoices to be approved by 2 councillors. Payment made by Clerk and	ongoing	monthly	

		authorised by councillor			
Bank reconciliations	Clerk and councillors		ongoing	Full council meetings	
Internal checks of financial records	Clerk & Mike Baul		Oct 2016	monthly	
INSURANCE					
Insurance	Clerk	Ensure correct level of insurance is maintained for Public & Employment liability, Personal Accident, Money & Fidelity Guarantee, building cover		Annually	With Came & Company.
Assets	Parish Council	Ensure assets are properly maintained in accordance with the risk management policy adopted by the Council.		As required for each individual asset. Refer to asset register.	
COUNCILLORS RESPONSIBILITIES					
Code of Conduct Adopted	All councillors			Every 4 years	
Register of Interests completed and updated	All councillors		ongoing	ongoing	May 2016. All on website.
Declarations of interests minuted	All councillors & clerk		ongoing	Every meeting	

TO BE REVIEWED: 03.11.17