

Risk Assessment

BAYTON PARISH COUNCIL

Bayton Parish Council Risk Schedule			
	Frequency	Last Reviewed	Comments / Actions
Parish Council Insurance	Annual	01/06/2023	Renewal date 1st June - LTA ENDS MAY 2025
Including:			Population 1000
Public & Employers Liability	Annual		Public liability £10 million, employers liability £10 million
Volunteers	Annual		Included in employers liability work must be for PC
Money & Fidelity Guarantee	Annual		Covered
Personal Accident	Annual		Covered
Libel and Slander	Annual		Covered
Legal expenses	Annual		Covered for employment disputes, legal action resulting from damage to property, parties, tax/IR disputes
and Assets such as:			
See assets Register reviewed Annually	Annual	25/04/2023	Updated as required, Insurers have a copy
Parish owned items			
Bayton Village Hall and Recreation Ground			Trustees removed BPC as being Custodian Trustees so PC have no responsibility for Hall or Land
Defibrillator Machine and Lifebox	Monthly	01/10/2023	checked monthly at least PADs renewed as required
Coronation Corner Wall/Steps	Monthly	01/10/2023	Accidental cover on insurance
Other Inspections/Maintenance:			
Tree - Beech Tree Coronation Corner	monthly	01/10/2023	December 2022 - Survey by Adrain Hope Tree Services report held - no concerns raised, next survey December 2023- £500.00 in Reserves
Noticeboards Bayton	monthly		Replaced July 2021
Clows Top	monthly	01/10/2023	Replaced July 2021
Bayton Common	Monthly	01/10/2023	Resited Autumn 2021 with WCC approval
Wastebins x 5 - Beach Hay - recycling floor bin	Monthly	01/10/2023	£100.00 in Reserves, no issues
Bayton Common - recycling floor bin	Monthly	01/10/2023	See above
Mission Room Lane, Clows Top - postbin	Monthly	01/10/2023	See above
Coronation Corner, Bayton - postbin	Monthly	01/10/2023	See above
Meadow Farm Road, Bayton - postbin	Monthly	01/10/2023	See above
Seats x 2 - Coronation Corner, Bayton	monthly	01/10/2023	Coat of oil Spring 2024 - £100.00 in Reserves
Part ownership - Mission Room, Clows Top	Monthly	01/10/2023	See above
Colliers Hill - side of road	Monthly	01/10/2023	See above
Summit Road, Clows Top	Monthly	01/10/2023	See above
BT Boxes x 3 - Bayton	Monthly	01/10/2023	Maintenance Contractor cleans outside, to repaint Autumn 2023 - Clerk checks and cleans insides
Bayton Common	Monthly	01/10/2023	See above
Clows Top	Monthly	01/10/2023	See above
Defib and Life box x 3 - Meadow Farm Rd, Bayton	Monthly	01/10/2023	Clerk checks - registered on BHF site - £933.58 in Reserves
Summit Road, Clows Top	Monthly	01/10/2023	See above

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Top of Holly Well Lane, Bayton Common	Monthly	01/10/2023	See above
Green Gritbins x 2 + grit Ninevah Rd, Bayton	as required	01/10/2023	Grit stored at Ninevah Ridge Care Farm, they top up bins and keep road gritted, to confirm order if needed in Autumn 2023 - £300 in Reserves
Policies & Procedures			
Freedom of Information publication scheme	Annual	01/01/2019	To be reviewed
Data Protection registration with ICO	Annual	23/01/2023	Paid by DD yearly - renew January 2024
GDPR Consent to send to residents	5 yearly	01/05/2018	Review 2023
Standing orders	Annual	27/07/2023	Changes made by NALC
Financial Regulations	Annual	27/07/2023	Reviewed to include online banking
Reserves policy	Annual	25/04/2023	to build up reserves for emergencies
Appointed Internal Auditor	Annual	TO ACTION	Quotes being obtained
Financial Matters:			
Banking Arrangements	Annual	10/01/2023	Reviewed for online banking, Policy agreed January 2023
Insurance Providers	Annual	01/06/2022	Reviewed yearly - Broker Gallagher LTA ends 01/06/2025
VAT return completed and submitted	Annual	01/07/2023	Claimed 2022-2023 and payment received
Contingency fund for:	Annual		
additional audit fee	Annual	10/01/2023	£1,000
annual salary review	Annual	10/01/2023	Salary increase April 2022 agreed, 6 hours pw
Cover for staff sick periods (1 months salary)	Annual	10/01/2023	£400
bye-elections	Annual	10/01/2023	£1,500
Budget agreed, monitored & reported	Quarterly	ongoing	Reveiwed quarterly
Precept requested	Annual	21/01/2023	
Payments approval procedure	Quarterly	ongoing	process carried out at meetings
Bank Reconciliations overseen by Councillors	Monthly	ongoing	CIlrs to oversee
Chairman's allowance reviewed & agreed	Annual		n/a
Internal Audit	Annual	19/04/2023	£200 in budget, no issues of concern for 2022-2023 accounts
External Audit	Annual	N/A	Exempt from External audit
Internal check of financial records	Annual	25/04/2023	Full Council + Internal Auditor
Annual return completed & posted	Annual	June 2023	Acknowledgement received
Record Keeping:			
Minutes properly numbered etc	On-going	meetings	ongoing
Asset Register available/updated	On-going	25/07/2023	Compiled March 10
Backups taken of computer records	monthly		Clerk, backup kept at relatives house
Archived computer records	regular	01/06/2023	Old minute books,R&P book with Hive Worcester
Employees & Contractors:			
Mowing Contractors' indemnity insurance for mowing	Annual	01/03/2023	copy for file, expires March 2023
Contract for Mowing (2 yearly contract)	On-going	08/11/2022	Contract expires 31/03/2025
Lengthsman contract with WCC & PC	Annual	01/04/2023	WCC to renew 01/04/2024

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Lengthsman contract with PC	Annual	01/04/2023	Contract advertised 2021 - LM fully trained March 2021, further training due 2026
Lengthsman insurance up to 5 million	Annual	04/07/2023	copy in files, expires July 2024
Contract for Maintenance	Annual	01/04/2023	Contract expires 31/03/2024
Maintenance contractor Insurance	Annual	29/04/2023	Renewal 29/04/2024
Members' Responsibilities:			
New Code of Conduct adopted	Once	14/06/2022	all members hold copy
Register of Interests completed & updated	On-going	monthly	agenda item
Register of Gift/Hospitality	On-going		none received
Declarations of interests minuted	On-going	monthly	agenda item
The Information given above was agreed at the Meeting held on 31st OCTOBER 2023 as being a correct record.			
Signed:	Date	31/10/2023	
Chairman			