



# **Waldringfield Parish Council**

## **Annual Risk Assessment and Management**

**(Reviewed 13<sup>th</sup> March 2018)**

# RISK ASSESSMENT RESPONSIBILITIES

Reviewed 13 March 2018

	Area	Name
<b>A</b>	Playing Field	Cllrs Archer & Reid
<b>B</b>	Tennis Court	Cllr Archer
<b>C</b>	Village Sign	Handyman – reporting to Clerk
<b>D</b>	Seats along Beach and Layby	Cllrs Gold & Matheson
<b>E</b>	Roads	All Cllrs
<b>F</b>	Footpaths	Cllr Gold
<b>G</b>	Village Hall	Vacant
<b>H</b>	Church Field	Cllr Gold & Elliot
<b>I</b>	Beach & River including Litter Bin Area	Cllrs Matheson & Gold
<b>J</b>	River Flood Defences	John Smith FW / Ged Morgan DFW / Tony Lyon DFW - reporting to Cllr ??????
<b>J</b>	Emergency Planning Officer	Vacant
<b>K</b>	Grit Bins	Cllr ?????/Clerk
<b>L</b>	Notice Boards	Cliff Road Cllr Archer, Heath Cllr Kay
<b>M</b>	Fire Hydrants	Vacant

## **A PLAYING FIELD**

Responsible body - WPC in absence of Playing Field Committee

Swings	
Seesaw	
Slide	
Wooden Fort	
Wooden Log Train	
Wooden Snake	
Wooden Parallel Bars	
Goal posts	
Seats	
Wooden Picnic Set (seat and table)	
Fencing and Gates	
Roses	
Trees & branches	

Inspections by handyman and/or Cllrs Archer and Reid on a minimum quarterly basis  
Annual ROSPA Inspection arranged by Suffolk Coastal District Council or subsidiary

## **B TENNIS COURT**

Responsible body -Tennis Court Trust

Surface of court	
Posts	
Net	
Fencing	

Visual inspection monthly by Handyman / Trustees  
Tennis Court Matters are reported by Cllr Archer

## **C VILLAGE SIGN**

### **Responsible body - WPC**

Handyman checks condition quarterly and reports to Clerk when re-painting or repair is needed.

## **D SEATS**

### **Responsible body - WPC**

Along beach, Cliff Road Layby and Cliff Road Bus Stop Cllrs Matheson & Gold

## **E ROADS, KERBS & ROADSIGNS**

### **Responsible body - SCC, Highways Dept.**

All Councillors to monitor

## **F FOOTPATHS & BRIDLEWAYS**

### **Responsible body - SCC, which delegate parts to WPC**

Farmers are responsible to make good footpaths and bridleways that are ploughed up.  
Cllr Gold oversees all footpaths & bridleways and reports to WPC.

## **G VILLAGE HALL**

### **Responsible body - Village Hall Management Committee**

The Village Hall and the land on which stands is owned and controlled by the Waldringfield Village Hall Trust, an independent charity. The current building was erected in 2002 with a grant from the Lottery supplemented by fundraising by villagers. The Car Park (which includes the apron of land in front of boundary hedge) was laid out in 2004 with most of the cost raised by the local community. The Trustees of the Village Hall are elected annually and the Parish Council is entitled under the terms of the Trust to nominate one member to take up full responsibilities as a trustee - this position is currently vacant. The Trustees of the Village Hall are responsible for managing their own risks.

## **H CHURCH FIELD RECREATION GROUND**

This part of Church Field extending to 5.1 acres was generously given to the Parish by Dr Tom Waller in 2002. Its management, both of the field and the uses to which it is put, is vested in a charitable trust.

Church Field matters are reported to the Parish Council by Cllrs Gold and Elliot

## **I BEACH AND RIVER DEBEN**

The beach is extensively used, especially during the summer by:

- a. Members of the public
- b. Members of the Waldringfield Sailing Club, visiting yachtsmen & village residents
- c. Swimmers and bathers
- d. Dog walkers
- e. Hut owners

For many years, the beach above mean high water spring tides was owned by the church, first as glebe in the gift of the Rector of Waldringfield and then by the Diocese of St Edmundsbury and Ipswich under the transfer of Glebe Measure.

'The Diocese sold the land from the Pub to the far end of the dinghy park, including the footpaths, banks etc.to Waldringfield Sailing Club. Just prior to that, it sold the land on which 26 front huts stand to the individual owners of the huts, including one piece of land to Waldringfield Hut Owners Ltd, a company formed to help the purchase from the Diocese, to maintain most of the previous lease conditions and to avoid upsetting the status quo. Hut site 7, where the original 1895 Waller hut stands, is still owned by the Diocese.'

Waldringfield Sailing Club owns the land down to the mean high water although there has been some discussion as to the exact limits of the club's ownership in this regard. The mean is between springs and neaps and that is the difficulty, but enough is owned to give the Sailing Club the footings of the river wall and the railings, for which they are responsible.

NOTE: Mr Martin McBeale owns the triangle of land on the beach below his hut on the top of the cliff.

Beach and River matters reported by Cllrs Matheson and Gold

The moorings on the river Deben are administered by the Waldringfield Fairway Committee which holds a lease from the Crown Estates commissioners, acting as agents for the Crown, who are the freeholders of the river bed.

The Fairway Committee own 2 scrubbing posts and the Harbourmasters hut, but the Fairway Committee pays rent to the Sailing Club for the land on which the Harbourmasters hut is situated. The scrubbing posts are used by keeled yachts and were one or both of the posts to give way whilst so being used a serious accident could occur, causing death or serious injury and damage to surrounding property.

Whilst the Waldringfield Fairway Committee is a separate body to the Parish Council, it would seem prudent for the WPC to enquire or even request WFC to have these posts surveyed annually by a qualified surveyor. The 2 posts were procured by the late Ernest Nunn and are of the finest quality greenheart and should last many years - however they must now be about 25 years old and their bases are covered each half tide.

The Fairway Committee insure their liability towards third parties for death, bodily injury and damage to property.

Fairway Matters are reported by Cllrs Matheson and Gold

## **J FLOODING AND EMERGENCY PLANNING**

John Smith is Flood Warden, Ged Morgan and Clive Tony Lyon are Deputy Flood Wardens. Cllr ?????? is the Emergency Planning Officer.

Matters are reported by Cllr ??????.

## **K GRIT BINS**

7 Grit Bins were replaced with plastic ones in 2010. 5 are placed along School Road, 1 on corner of School Road and Ipswich Road, and 1 on the bend in Fishpond Road/Sandy Lane.

Handyman / Emergency Planning Officer Cllr ?????? advises the Clerk as/when these need refilling

## **L NOTICE BOARDS**

1 on Heath Road and 1 on Cliff Road

Cllr Kay on Heath Road and Cllr Archer on Cliff Road

## **M FIRE HYDRANTS**

Fire Service inspects and checks on request.

Cllr ?????? as Emergency Planning Officer

## **N ROAD SAFETY**

Responsibilities to be established

## WPC FINANCIAL RISK ASSESSMENT AND MANAGEMENT

1st April 2017 to 31st March 2018

TOPIC	IDENTIFIED RISK	RISK LEVEL H/M/L	MANAGEMENT OF RISK	REQUIRED ACTION
<b>Precept</b>	Not submitted	L	Full minute -RFO to follow up	Diary
	Not paid by DC	L	Confirm receipt	Diary
	Adequacy	L	Budget review Nov/Dec	Diary
<b>Other Income</b>	Cash-handling	N/A	Avoided, but when it occurs, a receipt is issued	Annual Review of controls
	Cash-banking	N/A	Banked as soon as possible and reconciled to next bank statement	Verification of bank statement every meeting
<b>Grants in</b>	Claims process	L	Clerk to check as required	Diary
	Receipt	L	Clerk to check when due	Diary
<b>Interest Income</b>	Receipt when due	L	Clerk to check when due	Diary / obtain pass book update / new statement
	Surplus Funds	L	Review bank balances	Diary / annual review
<b>Salaries</b>	Incorrect Payment	L	Check salary to minute, hours and contract rate	Members to monitor monthly payments
	Incorrect PAYE & NI	L	Check PAYE/NI calculations	HMRC Basic PAYE Tools Real Time Info used
	Self-employment status challenge	L	Confirm status per HMRC guidelines	Confirm with HMRC if required
<b>Direct Costs &amp; Expenses</b>	Goods not supplied	M	Follow up on all orders	Diary
	Incorrect Invoice	L	Check invoices for accuracy & monthly bank reconciliation	Clerk to verify invoice Member to reconcile
	Incorrect cheque preparation	L	Payment list to all members Signatory initials cheque stub and invoice	Clerk to prepare Signatories to check and initial as approval
<b>Grants out</b>	No power to pay or identified approval	L	Minute PC agreement with identified power to pay	Grant form plus identify LA power used

TOPIC	IDENTIFIED RISK	RISK LEVEL H/M/L	MANAGEMENT OF RISK	REQUIRED ACTION
<b>Election Costs</b>	Invoice at agreed rate	L	Include in budget and/or create reserves	Clerk to verify
<b>VAT</b>	VAT analysis	L	All items in cash book	Automated software ensures accuracy and produces annual report
	VAT sales	N/A	Under VAT threshold	
	VAT purchases	L	Per cash book	As above
	VAT claimed in time	M	Annual return usually, with extended grace period	Claim as part of FYE preparations / Diary
<b>Reserves General</b>	Adequacy	L	Consider at budget meeting against national guidelines	Three year forecast
<b>Earmarked</b>	Adequacy	L	Consider at budget meeting and review of final accounts	Clerk to advise if required
	Unidentified or contingent liability	L	Maintain contingency fund at agreed level	PC to review at budget meeting
<b>Assets</b>	Loss, damage etc.	M	Regular inspection, update of insurance and register	Regular inspections & annual review
	Third Party Risk	M	Review adequacy of Public Liability Insurance	Diary
<b>Staff</b>	Key Person Risk	M	Hours, health, stress, training early departure - monitored and managed by Chairman	Key Person Risk Matrix in place
	Fraud by staff	L	Monthly bank reconciliation & payments verified Fidelity Guarantee value set appropriately	Member to verify monthly bank reconciliation & signatories to confirm correct payments
<b>Loss</b>	Due to critical damage or 3rd party (in)action	L	Review of insurance cover	Diary
<b>Maintenance</b>	Reduced value of assets or amenities	M	(Minimum) annual inspection	Diary

<b>TOPIC</b>	<b>IDENTIFIED RISK</b>	<b>RISK LEVEL H/M/L</b>	<b>MANAGEMENT OF RISK</b>	<b>REQUIRED ACTION</b>
<b>Legal Powers</b>	Illegal activity or payment	H	Council to understand its legal powers	Training where require
<b>Financial Records</b>	Inadequate records	L	Clerk to verify regularly plus Internal Audit review	LA accounting software plus annual IA review
<b>Minutes</b>	Accuracy and legality	L	Review at following meeting	Agenda item
<b>Members Interests</b>	Conflict of Interest	M	To be minuted and addressed as appropriate	Agenda item

# Waldringfield Parish Council

## Key Person Risk Management Matrix

### TYPE / PERIOD OF INCAPACITY

←-----MILD-----MODERATE-----SEVERE----->

SCENARIO	TEMPORARY	SHORT TERM	MEDIUM TERM	LONG TERM	PERMANENT	REQUIREMENTS
	< 1 MONTH	< 3 MONTHS	3 - 6 MONTHS	6 - 12 MONTHS	> 12 MONTHS	
<b>MITIGATION</b>	DEFER/CANCEL/ HOLD MEETING	HOLD MEETINGS	HOLD MEETINGS	HOLD MEETINGS	HOLD MEETINGS	
AGENDA + PUBLICATION w/REPORTS (COUNCILLORS + SCC +SCDC, WEBSITE & WALDRINGFELDERS)	CHAIRMAN/ CLERK	CHAIRMAN/ CLERK	CHAIRMAN/ (TEMP) CLERK	CHAIRMAN/ TEMP. CLERK	CHAIRMAN/ NEW CLERK	AGENDA TEMPLATE ACCESS TO SCDC PLANNING ACCESS TO SCRIBE SOFTWARE ACCESS TO HMRC BPT-RTI ACCESS TO WEBSITE NOTEPAD
MINUTE-TAKING	NOMINATED COUNCILLOR	NOMINATED COUNCILLOR	(TEMP) CLERK	TEMP.CLERK	NEW CLERK	
MINUTE WRITING + PUBLICATION ON WEBSITE w/REPORTS	NOMINATED COUNCILLOR/ CLERK	NOMINATED COUNCILLOR/ CLERK	(TEMP) CLERK	TEMP.CLERK	NEW CLERK	MINUTE TEMPLATE ACCESS TO WEBSITE
PAYMENTS (INC. SALARY & PAYE)	DEFER OR SET UP BY CLERK	SET UP BY CLERK	(TEMP) CLERK	TEMP.CLERK	NEW CLERK	CHEQUEBOOK ACCESS TO HMRC BPT-RTI
FINANCIAL REPORTS	DEFER OR BY CLERK	PRODUCED BY CLERK	(TEMP) CLERK	TEMP.CLERK	NEW CLERK	ACCESS TO SCRIBE BANK STATEMENTS
<b>MITIGATION</b>						<b>REQUIREMENTS</b>
REPORTS	DEFER OR PRODUCED BY CLERK / NOMINATED COUNCILLOR	DEFER OR PRODUCED BY CLERK/ NOMINATED COUNCILLOR	(TEMP) CLERK	TEMP.CLERK	NEW CLERK	ACCESS TO WPC STATIONERY ACCESS TO SOURCE MATERIAL
FILING	DEFER OR BY CLERK	DEFER OR BY CLERK	(TEMP) CLERK	TEMP.CLERK	NEW CLERK	ACCESS TO CLERK'S OFFICE
CORRESPONDENCE	DEFER OR BY CLERK	CLERK	(TEMP) CLERK	TEMP.CLERK	NEW CLERK	ACCESS TO WPC EMAIL / MAIL
PLANNING APPLICATIONS/ DECISIONS (FROM/TO SCDC)	NOMINATED COUNCILLOR/ CLERK	NOMINATED COUNCILLOR/ CLERK	(TEMP) CLERK	TEMP.CLERK	NEW CLERK	ACCESS TO WPC EMAIL FORWARDING OF SCDC CORRESPONDENCE
ANNUAL AUDIT + OTHER REGULATORY REQUIREMENTS (E.G. ANNUAL POLICY REVIEWS)	(TEMP) CLERK	(TEMP) CLERK	(TEMP) CLERK	TEMP.CLERK	TEMP.CLERK	ACCESS TO CLERK'S OFFICE CALENDAR & CORRESPONDENCE