

West Wickham Risk Management Policy

Date: 30th May 2019

Reviewed by: Vice Chairman Cornish.

A full review has been done on the following areas and will be reviewed at least annually and minuted in Parish Council meetings as such.

1. Village assets:

Asset	Date reviewed (risk assessment)	Date to be minuted (PC meeting)	Comments
Village hall	30 May 2019	3 rd June 2019	OK
Noticeboards (new)	30 May 2019	3 rd June 2019	OK
Allotment area	30 May 2019	3 rd June 2019	OK
Recreation gd and car park	30 MY 2019	3 rd June 2019	OK
Play area	30 May 2019	3 rd June 2019	Wicksteed inspected .
Play equipment	30 May 2019	3 rd June 2019	Wicksteed inspected
Electric pylon lines	30 May 2019	3 rd June 2019	OK
Village seat	30 May 2019	3 rd June 2019	OK
General- trees/hedges etc	30 May 2019	3 rd June 2019	Tree work & hedge cutting carried out.

2. Employees and other personnel

- There are currently no individuals employed by the Council.
- The Parish Clerk has been contracted on a self employed basis as she also works for West Wrating parish council and pays PAYE to HM Revenues & Customs on a quarterly basis.. Parish clerk will have an annual review by the Chairman/Vice Chairman.
- Parish Council meetings are held in the West Wickham Village Hall. The village hall has a separate risk assessment and the meetings are covered by that and its insurance policy.
- The Parish Council has an insurance policy which covers the councillors for certain injuries and actions and is considered adequate as cover. Councillors are to ensure they understand their responsibilities and limit of liabilities and cover.
- Casual workers (volunteers), for example individuals cutting the footpaths, are also covered for certain injuries under the general insurance policy for the Council.
- Contractors- anyone contracted by the Council will need to have an appropriate amount of their own insurance to cover injury and public liability. The Parish Clerk will check this prior to a contract being entered into. They should also have their own H&S policy and risk assessment for the job

3. Finance and Documents

	Date reviewed (risk assessment)	Date minuted (PC meeting)	Comments
Standing Orders Review	Set up on 31 March 08	Amended 21.1.10	Satisfactory
Financial Regs.	Amended 29 Sept. 08	Amended 21.1.10	Requested by int.auditor
Accounts & Payment checks	Carried out on a regular basis	Carried out on a regular basis	See Minutes
Cheque procedure and policy		Amended 21.1.10	Two signatures of Cllrs. required. Parish Clerk is not a signatory
Bank reconcillation		3 rd June 2019	Carried out bi-monthly and checked by 2 cllrs.
Back-up of computer systems	May 2016	14 th April 2019	Memory stick back up
Firewall & antivirus			AVG & Mozilla Firefox
Archiving policy	Planning appls. Destroyed 3 months after decision made. Shorthand notes destroyed at end of each year. Archiving of Minute Book and Finance book after 20 years.		Ongoing
Insurance	June 2014	3rd June 2019	Reviewed the policy prior to renewal
Data Protection/ Publications Scheme	Minutes Jan. 09	23 July 2019	Requested from ICO the new Model Scheme 2009
Grievance procedure			Guidelines requested from CALC. To be reviewed

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Parish Clerk:

Chairman:

Date: 3rd June 2019