

**CHAGFORD PARISH COUNCIL
RISK ASSESSMENT 2018**

1. SOUTHCOMBE GARDEN

The Garden is cared for by the Chagford Conservation Group

The site is checked weekly by a Councillor for:-

- a) Litter
- b) To check the steps, rails, paving slabs and seats are in good condition
- c) The Environment Group check the garden quarterly to carry out any heavy work and review the whole site and implement any necessary remedial work
- d) All damage or necessary repairs are to be reported to the Clerk

2. JUBILEE FIELD

Each month a Councillor is responsible for the daily supervision of the Play Equipment and the Defibrillator

- a) Weekly complete inspection of the play equipment, boundary fences, gates, steps and seats. All damage to be reported immediately to the Clerk
- b) All litter glass and plastics to be collected weekly or more often as necessary
- c) All damage and vandalism to be reported to the Clerk or dealt with immediately
- d) Each month the stream to be checked and if necessary the sand trap is cleared
- e) The Defibrillator needs to be checked frequently to ensure that it is ready for use.

3. DOG BINS/LITTER BIN

The Dog Bins and Litter Bins are emptied on a weekly basis and checked by Councillors weekly.

- a) Check that the dog bins and litter bins have been emptied and the area is clean and tidied
- b) Check the bins for damage and /or graffiti
- c) Check that the bins are securely fixed to the post
- d) Report any problems to the Clerk for action

4. THE NOTICEBOARDS AND SEATS

The noticeboards and seats in the town Southcombe Garden, Pound Garden and Cross Tree are checked monthly for damage and safety, wear and tear and rubbish.

- a) Check noticeboards for damage wear and tear
- b) Check the seats in the town for damage or wear and tear
- c) Litter Pick in the gardens and Crosstree
- d) All damage or issues of safety to be reported to the Clerk for immediate action

5. TROUGHS

The Troughs are maintained by the Council but planted by Volunteers. The Troughs are checked regularly for stability and damage.

- a) The Councillors check the troughs as they walk around the town as the troughs are placed around the streets and Square
All damage and concerns are reported to the Clerk

6. THE PADLEY COMMON

The Common is on the South West side of Chagford is abutted by the War Memorial Playing Field, Meldon Hill and Open Fields.

It is grazed by ponies and used by walkers runners cyclists and horse riders

- a) The Commons are inspected regularly to ensure the fences and gates are in good order and that there is no vandalism or blatant damage.
- b) The seats are checked for damage wear and tear.
- c) Storm damage or wilful damage is reported to the Clerk

7. THE OPEN FIELDS

The open fields are inspected prior to the 5th August and at the close of the Open Fields period on November 4th.

The fields are regularly checked throughout the Open Fields period

- a) To check hedges and fences
- b) To report the misuse of the fields
- c) All problems to be reported to the Clerk who will take the necessary action

8. INSURANCE

All the Parish Council Property is fully insured and also carries public liability insurance.

9. FINANCE

Works within the Finance Regulations laid down for Local Government

- a) The Finance Group meets quarterly to check the receipts and payments accounts, against the Bank Statement and the Invoices
- b) The Group reviews the budget against ongoing plans and predicted demands
- c) The Group reports back to the Council following each meeting
- d) At every Regular Meeting the payments are approved and income is recorded
- e) In December The Budget for the present year is reviewed and the projected Budget for the coming year is discussed
- f) In January a full set of accounts is presented to the Councillors for review and the Precept is set against the projected forth coming budget
- g) All payments are made by cheque which is signed by three signatories
- h) The Clerk has £100.00 petty cash, this is reimbursed on the production and approval of the receipts and a cheque is paid
- i) All works above £500.00 are to be advertised for tenders
- j) At the end of each year the accounts will be scrutinised by the Internal Auditor and then accounts presented for approval by the Auditors
- k) The Accounts are available for Scrutiny by the Electorate for thirty Days prior to being sent to the Auditors

- l) The Audited Accounts and the end of year Accounts are presented at The Annual Assembly

10. AGENDAS AND MINUTES

- a) The Agendas and Draft Minutes are published on the Noticeboard and on the web site each month
- b) The Agendas and Minutes are stored in the Clerk's House as Hard Copies and also on the Council Computer
- c) The Computer is kept securely in the Clerk's home but insured by the Council.
- d) In case of an emergency the Chairman has access to the computer and the passwords necessary to obtain information
- e) All Council Correspondence and business is kept for at least seven years after a subject has been closed

11. COUNCILLORS

The Clerk has the name and contact details for all the Councillors, she also has a copy of their declaration of interests, the register being held by West Devon Borough Council.

12. TRANSPARENCY

The Agenda, Minutes, and Audited Accounts appear on the Website.

The Code of Conduct, Standing Orders, The Risk Assessment Register and the Inventory are also available via the website.

The Council believe in being open and transparent.

The Freedom of Information Act 2000 makes provision for all Contact Details, and transactions by the Council to be available to the electorate with regard to Finance, Contracts, who we are and what we do.

The Council has to have regard to Data Protection and the Rights of a Citizen.