

BOURTON PARISH COUNCIL

Risk Assessment Review 2020 – 17 November 2020 – Councillors agreed the statements made in Part 1.

Part 1

No	Subject	Comments	Risk
1	Financial Management	Annual accounts are subject to internal and external audit. All expenditure is agreed at Council meetings. If Chairman's action is taken the Chairman's decision is ratified at the next Parish Council meeting. All cheques require the signature of two Councillors. Councillors agree expenditure levels for the following year prior to confirming the precept level. Appropriate adjustments to be made to the precept to allow for unforeseen expenditure. All decisions are subject to minutes at Council meetings.	Low
2	Fraud and Corruption	All actions by councillors and the Clerk are ratified at Parish Council meetings. All Parish Council meetings have a "Declaration of Interest" agenda item.	Low
3	Improper Expenditure Under S137	These are subject to the same conditions as 1 and 2.	Low
4	Outsourcing of Services	There are no services outsourced	Low
5	Activities Being Outside Legal Powers	The Clerk and Councillors are kept up to date with current Parish Council legal responsibilities via The Society of Local Council Clerks and its bulletins, membership of the Oxfordshire Association of Local Councils and advice received from the District Solicitor at the Vale of White Horse.	Low
6	Electors Rights Not Being Followed	All activities of the Council are subject to minutes at meetings and reviewed under matters arising on every agenda.	Low
7	Health & Safety	The Council engages a handyman to keep the village tidy. He is self-employed and works exclusively for the Parish Council. He is seen as an employee as regards insurance (this has been confirmed with the insurance company) and is covered for any injuries sustained by him and any damage caused by him when working for the Parish Council under the Council's insurance policy. The handyman uses the Parish Council equipment when carrying out his duties for the Parish Council. Council equipment is maintained regularly and any necessary repairs as highlighted by the village handyman are organised promptly. He is experienced in using horticultural equipment and has the appropriate safety equipment.	Low

Risk Management Review – 17 November 2020 – Councillors decided if the statements in Part 2 were relevant to Bourton Parish Council

Part 2

Subject	Relevant	Comments	Action Proposed
Disabled Parking Markings	Yes/NO	Not responsibility of PC	
Speed Limits in the Village	Yes/NO	Parish Council cannot impose or monitor and therefore not PC responsibility Oxfordshire County Council Highways Department have installed a build-out on the Bishopstone Road in an attempt to slow traffic entering the village.	
Parish Agency Agreements	Yes/No	Possible in future if play area/use of Pinewood facilities are offered	Review in 1 year's time or sooner if necessity arises
Parish Council – Highways Powers	Yes/NO	Parish Council does not have any powers	
Salt and Grit Bins	Yes/NO	We already have them. Not PC responsibility to replenish.	Periodic check of condition of grit bins
Assets 1) BT phone box 2) Graveyard extension 3) Lawnmower 4) Strimmer	YES/No	The Parish Council have a policy to insure assets if and when owned subject to insurance being available at reasonable rates. Periodic inspection to check footpaths, railings and gates on graveyard extension. The telephone box is also checked periodically and is used as a village book exchange. Lawnmower and strimmer are serviced and repaired as necessary.	Any safety issues to be addressed immediately.