

BOURTON PARISH COUNCIL

Risk Assessment Review 2021 – 23 November 2021 – 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 engaged as a casual employee. 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 – 23 November 2021 – 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. |