



Waldringfield Parish Council

Annual Risk Assessment and Management

(Reviewed 10th March 2020)

RISK ASSESSMENT RESPONSIBILITIES

Reviewed 10th March 2020

	Area	Name
A	Playing Field	Cllrs Archer & Reid
B	Tennis Court	Cllr Archer
C	Village Sign	Cllr Lyon – reporting to Clerk
D	Seats	Cllrs Gold & Matheson
E	Roads, Kerbs and Roadsigns	All Cllrs
F	Footpaths and Bridleways	Cllr Gold
G	Village Hall	Cllr Lyon
H	Church Field Recreation Ground	Cllrs Gold & Elliot
I	Beach and River Deben (including Litter Bins)	Cllrs Matheson & Gold
J	Flood and Emergency Planning	John Smith FW / Tony Lyon DFW – reporting to Cllr Lyon Emergency Planning Officer – Cllr Lyon
K	Grit Bins	Cllr Kay / Clerk
L	Notice Boards	Cliff Road Cllr Archer, Heath Cllr Kay
M	Fire Hydrants	Emergency Planning Officer – Cllr Lyon
N	Road Safety	Cllr Reid

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	
Goalposts	
Seats	
Wooden Picnic Set (seat and table)	
Fencing and Gates	
Roses	
Trees & branches	

Monthly inspections by Norse and/or Cllrs Archer and Reid on a minimum quarterly basis.

Annual ROSPA Inspection arranged by East Suffolk Council or subsidiary.

B TENNIS COURT

Responsible body – Tennis Court Trust

Surface of court	
Posts	
Net	
Fencing	

Visual inspection monthly by Trustees.

Tennis Court matters are reported by Cllr Archer.

C VILLAGE SIGN

Responsible body – WPC

Cllr Lyon 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 AND ROADSIGNS

Responsible body – SCC, Highways Dept.

All Councillors to monitor.

F FOOTPATHS AND BRIDLEWAYS

Responsible body – SCC, which delegates parts to WPC

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

G VILLAGE HALL

Responsible body – Village Hall Management Committee

The Village Hall and the land on which it 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 the 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 filled by Cllr Lyon. 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 beach 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 owns 2 scrubbing posts and the Harbourmaster's hut, but the Fairway Committee pays rent to the Sailing Club for the land on which the Harbourmaster's 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. In 2019???, the scrubbing posts were surveyed by Mr Hugh Lamb. They are sound except for approximately 18 inches of rot in the up-river post. A local boat-builder has been asked to provide a quote for the work. The posts are not currently in use.

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

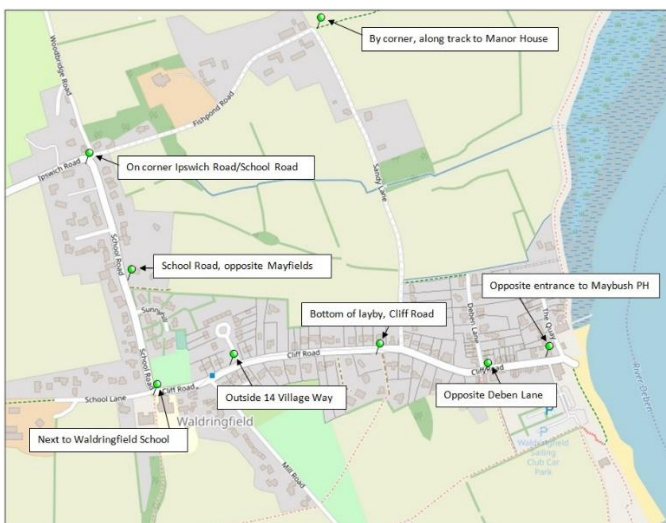
John Smith is Flood Warden, Tony Lyon is Deputy Flood Warden. Cllr Lyon is the Flood Warden Liaison for the Parish Council. Cllr Lyon is the Emergency Planning Officer.

Matters are reported by Cllr Lyon.

K GRIT BINS

8 Grit Bins were replaced with plastic ones in 2010. They are placed as follows:

- Corner of Ipswich Road/School Road
- School Road, opposite Mayfields
- Next to Waldringfield School
- Outside 14 Village Way
- Bottom of layby, Cliff Road
- Opposite Deben Lane, Cliff Rd
- Opposite entrance to Maybush Public House, Cliff Rd
- Corner of Fishpond Rd and Sandy Lane, along track to Manor House



Cllr Kay advises the Clerk as/when these need refilling.

L NOTICE BOARDS

1 on Heath Road and 1 on Cliff Road.

Cllr Kay monitors Heath Road and Cllr Archer Cliff Road.

M FIRE HYDRANTS

The Fire Service inspects and checks on request.

Cllr Lyon monitors as Emergency Planning Officer.

N ROAD SAFETY

This remains on the agenda. A number of measures have been put in place in order to try to further promote road safety. These include, on the approach to the village: a 30mph roundel on the road and a bend in the road warning sign (20mph max); and, on exiting the village, a SLOW marking on the road and a bend in the road warning sign (20mph max). Further work may be scheduled. In 2019, the Parish Council purchased a Speed Indicator Device (SID), which is positioned at 4-weekly intervals on a pole in one of 4 sites – 2 in School Road, 1 in Mill Road and 1 in Newbourne Road. The SID displays drivers' speeds over 27mph and flashes if the speed is over 30mph. The information is recorded as statistics.

Road safety matters are reported to WPC by Cllr Reid.

WPC FINANCIAL RISK ASSESSMENT AND MANAGEMENT

1st April 2020 to 31st March 2021

TOPIC	IDENTIFIED RISK	RISK LEVEL H/M/L	MANAGEMENT OF RISK	REQUIRED ACTION
Precept	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
Other Income	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
Grants in	Claims process	L	Clerk to check as required	Diary
	Receipt	L	Clerk to check when due	Diary
Interest Income	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
Salaries	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
Direct Costs & Expenses	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
Grants out	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
Election Costs	Invoice at agreed rate	L	Include in budget and/or create reserves	Clerk to verify
VAT	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
Reserves General	Adequacy	L	Consider at budget meeting against national guidelines	Three year forecast
Earmarked	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
Assets	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
Staff	Key Person Risk	M	Hours, health, stress, training, early departure - monitored and managed by Chair	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
Loss	Due to critical damage or 3rd party (in)action	L	Review of insurance cover	Diary
Maintenance	Reduced value of assets or amenities	M	(Minimum) annual inspection	Diary

TOPIC	IDENTIFIED RISK	RISK LEVEL H/M/L	MANAGEMENT OF RISK	REQUIRED ACTION
Legal Powers	Illegal activity or payment	H	Council to understand its legal powers	Training where required
Financial Records	Inadequate records	L	Clerk to verify regularly plus Internal Audit review	LA accounting software plus annual IA review
Minutes	Accuracy and legality	L	Review at following meeting	Agenda item
Members Interests	Conflict of Interest	M	To be minuted and addressed as appropriate	Agenda item
GDPR	Non compliance	M	Training for Clerk & Councillors Relevant support (ie ICO)	Adherence to regulations

Waldringfield Parish Council

Key Person Risk Management Matrix

TYPE / PERIOD OF INCAPACITY

<-----MILD-----MODERATE-----SEVERE----->

<u>SCENARIO</u>	TEMPORARY < 1 MONTH	SHORT TERM < 3 MONTHS	MEDIUM TERM 3 - 6 MONTHS	LONG TERM 6 - 12 MONTHS	PERMANENT > 12 MONTHS	
<u>MITIGATION</u>	DEFER/CANCEL/ HOLD MEETING	HOLD MEETINGS	HOLD MEETINGS	HOLD MEETINGS	HOLD MEETINGS	<u>REQUIREMENTS</u>
AGENDA + PUBLICATION w/REPORTS (COUNCILLORS + SCC +SCDC, WEBSITE & WALDRINGFIELDERS)	CHAIR/ CLERK	CHAIR/ CLERK	CHAIR/ (TEMP) CLERK	CHAIR/ TEMP. CLERK	CHAIR/ NEW CLERK	AGENDA TEMPLATE ACCESS TO ESC 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

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<u>MITIGATION</u>						<u>REQUIREMENTS</u>
FINANCIAL REPORTS	DEFER OR BY CLERK	PRODUCED BY CLERK	(TEMP) CLERK	TEMP.CLERK	NEW CLERK	ACCESS TO SCRIBE BANK STATEMENTS
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/	NOMINATED	NOMINATED	(TEMP) CLERK	TEMP.CLERK	NEW CLERK	ACCESS TO WPC EMAIL

TYPE / PERIOD OF INCAPACITY

<-----MILD-----MODERATE-----SEVERE----->

SCENARIO

TEMPORARY

SHORT
TERM
< 3

MEDIUM
TERM

LONG
TERM

PERMANENT

< 1 MONTH

MONTHS

3 - 6 MONTHS

6 - 12 MONTHS

> 12 MONTHS

DECISIONS
(FROM/TO ESC)

COUNCILLOR/
CLERK

COUNCILLOR/
CLERK

REQUIREMENTS
FORWARDING OF ESC
CORRESPONDENCE

ANNUAL
AUDIT +
OTHER
REGULATORY
REQUIREMENTS

(TEMP) CLERK

(TEMP) CLERK

(TEMP) CLERK

TEMP.CLERK

TEMP.CLERK

ACCESS TO CLERK'S OFFICE
CALENDAR &
CORRESPONDENCE

(E.G. ANNUAL POLICY REVIEWS)

