

	Replacement	Cost
Parish Items	£268,222.00	£30,984.00
Fingerposts	£6,300.00	£1.00
Grit Bins	£3,150.00	£1.00
Parish Office	£5,530.00	£2,844.00
Parish Room	£4,642.00	£3,423.00
Overall Total	£287,844.00	£37,253.00

Taken to Full Council on the 12th Nov to review and approve.

Subject	Risks Identified	Rating	Risk Mitigation	Risk Manager
	revised			
	requires attention			
Precept	Inadequacy of precept requested	LOW	Budget reviewed by finance committee and then full council in 1st and final drafts.	RFO
	Not submitted to RDC on time	LOW	Final draft submitted to full council January meeting enabling RFO to submit to RDC well before the deadline of 31/01/19	RFO
Financial Records	Inadequate records are kept	LOW	The Council has adopted Financial Regulations which set out the requirements to mitigated these risks.	RFO
Bank and Banking	Irregularities in accounts	LOW	The Council's Financial Regulations set out the requirements for banking, cheques and reconciliation of accounts. These are done monthly and reported to all councillors.	Full Council
	Reporting to council	LOW	This is done monthly.	RFO
	Inadequate checks	LOW	Two signatures are required for any cheque which must match the payment schedule which the Chair of full council then signs at full council. Internet payments must be made and then authorised by second signature	RFO
	Bank errors	LOW	The RFO reconciles the bank accounts once a month when the statement arrives, any problems or irregularities are dealt with immediately by informing the bank and awaiting their correction. Monitor the bank statements monthly against agreed payment schedule.	RFO
	Charges	LOW	The RFO notes any charges and banks services are reviewed at a minimum annually.	RFO
	Loss of signatories	LOW	The Council has a minimum of 4 signatories including the Chair, Vice-Chair of full council plus two additional signatories to minimise all signatories leaving at once.	RFO
Internet Banking	Misuse of online banking	LOW	Internet access is allowed for 3 council members and a fourth is to be authorised. The account will be regularly monitored by the RFO	RFO
	Online Fraud	LOW	Online finance activity will be monitored by the chair of finance	
Cash loss	Through theft or dishonesty	LOW	No petty cash is to be held by the Clerk / RFO. All payments to be signed by two signatories. All payments to be agreed at full council as per financial regulations.	RFO
Litigation	Risk of legal action against the council	LOW	Public liability insurance covers general personal injury claims where the Council is found to be at fault, but not spurious or frivolous claims - these cannot be insured against.	RFO
BPC run activities	Risks and finance losses	LOW	Activities previously held, have only required a minimum financial cost covered by donations and income from Council's budget. If any future activities run are at a significant cost these can be financed by advance ticket sales and/or donations prior to events thus reducing the risk of financial loss to BPC. If finance is not secured in advance there may be some financial risk which would need to be covered by the council's reserves.	RFO
	Risk of injury	LOW	The Clerk undertakes a risk assessment for any activities	
Grants payable		LOW	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure. The grant application form has been devised to keep up to date records of applications and clear guidelines on terms of reference which receivers of the grants must adhere to.	Full Council
Grants received		LOW	The Parish Council does not presently receive any regular grants. One off grants would come with terms and conditions to be satisfied.	Full Council
Best value and accountability		LOW	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council. This is covered in the Financial Regulations.	Clerk
Councillors	Councillor resigning	LOW	When a vacancy arises there is a legal process to follow. This either leads to a Bye-election or into a co-option process. An election is out of the Parish Council's control. The co-option process begins with an advert, acceptance of application	Clerk
Clerk and RFO	Loss of Clerk/RFO	LOW	Reference to a Continuity Plan should be made in case of loss of key personnel.	Full Council

	Clerk / RFO on long term sickness or absence	LOW	If the Clerk/RFO is deemed to be away for more than 2 months a Locum Clerk will be brought in to carry out the duties of the Clerk/RFO.	Full Council
	Fraud by Clerk/RFO	LOW	The requirements of the insurance to be adhered to with regards to Fraud.	Full Council
	Health and safety of the Clerk/RFO	LOW	Health & Safety issues relating to the Clerk/RFO are considered by full council when necessary. Relevant policies to be implemented. A separate risk assessment on the Clerk's workplace and working practices to be carried out and reviewed annually. H&S of internet resource to be fully reviewed by council. H&S policy to be updated for the Internet Cafe volunteers.	Full Council
Election Costs		LOW	When a scheduled election is due the Clerk will obtain an estimate of costs from the District Council and these funds are held in earmarked reserves in the event of an election.	Clerk
VAT	Reclaiming and recharging	LOW	The Council has Financial Regulations which set out the requirements. VAT is claimed annually.	RFO
Employers Annual Return		LOW	Payroll is to be carried out in house and clerk/administrator are to submit their hours to the chair for approval and payments confirmed at full council	Full Council
Audit Internal		LOW	Internal auditor is appointed by the Council. Internal auditor is supplied with the relevant documents to audit and the form to complete and sign for the External Auditor.	Full Council
Annual Return		LOW	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	RFO
Legal powers		LOW	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings, including a reference to the power used. As per the Financial Regulations prescribe.	Clerk
Insurance		LOW	An annual review is undertaken by the finance committee for full council approval (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place.	Full Council
Assets	Loss or damage	LOW	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Clerk
	Maintenance of assets	LOW	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually.	Clerk
	Damage/injury to third parties	LOW	Insurance and asset registers are updated annually. The Clerk to risk assess all buildings used by the public owned by the Council.	Clerk
Records	Loss or damage to electronic records	LOW	Electronic records are kept on the cloud. Paper and electronic copies are kept of the financial reports to council, payment schedules, minutes and agendas. The council must resolve a back-up system	Clerk/council
	Loss or damage to paper records	MED	All paper records are kept in the offsite storage. Leases and documents required to keep indefinitely are to be stored off site securely. Leases with bank/solicitor. Consideration should be given to electronic storage	Clerk/council

Asset Register and Risk Assessment 2019-20

No.	Description	Location of Asset	Risks Identified	Rating	Risk Mitigation	Cost or Proxy Cost	Replacement Value	Condition of Asset	Useful Life	Custodian	Date last physically vouched	Notes
1	Timber bus shelter	High Street opposite the Local Stores TN19 7ET	Any bus shelter could become unsafe if hit or wood becomes rotten.	LOW	Items checked each year to ensure they are safe	£3,000	£6,500	GOOD	10 years	The Clerk	26/03/2019	
2	Timber bus shelter	Corner of Shrub Lane and Hornbeam				£3,000	£6,500	GOOD	10 years	The Clerk	26/03/2019	
3	Timber bus shelter	Vicarage Lane at the junction of A265				£3,000	£6,500	GOOD	10 years	The Clerk	26/03/2019	
1	Timber village sign	High Street, Burwash	Post unstable	LOW	Sign has been taken down and replaced with a new oak beam that has been concreted in May 2019.	£1,370	£2,000	EXCELLENT	30 years +	The Clerk	09/05/2019	
1	Ceramic map	High St, Burwash, Etchingham TN19 7EW	Top can become broken and cut someone	LOW	Item is checked annually and the tops edges are covered over.	£1,130	£2,500	GOOD		The Clerk	28/03/2019	Discussion to replace and remove.
1	Ceramic Poppy Bench	Opposite Garstons	Breaking of poppy tiles	LOW	Even if the tiles break they are secure and would just need replacing. Bench commission Nov 2018	£1	£1,500	EXCELLENT	10 years	The Clerk	28/03/2019	
1	Benches	On Strand Meadow	Benches could become rotten and break when people sit on them if wooden. Iron Benches need to ensure still stable.	LOW	Items checked each year to ensure they are safe.	£450	£600			The Clerk		
2	Top of Batemans Lane	£350				£550			The Clerk			
3	Junction Highfields and A265	£350				£550			The Clerk			
4	High Street	£350				£550			The Clerk			
1	Notice Board	Outside Parish Office	Fall down and vandalism	LOW	Items checked each year to ensure they are safe. Insured in case damaged.	£600	£800	GOOD	2/3 years	The Clerk	28/03/2019	
1	War memorial	National Grid Ref: TQ67654 24754	The war memorial is placed on a junction with the main road so risk of being hit by a car. Recently cleaned.	LOW	War memorial is sufficiently insured to ensure it is covered for any damage. It has recently been cleaned.	£1	£150,000	GOOD	N/A	The Clerk	28/03/2019	
0	Hut	The Bear Car Park, TN19	Covered in Parish Room Risk Assessment. Condition of building is cosmetically poor and windows need replacing.	LOW	Council are reviewing the huts post 2019 elections and will apply for a grant to revamp the outside and replace windows along with other needed works.	£1	£68,000	GOOD		The Clerk	28/03/2019	
1	Flag Pole	High St, Burwash, Etchingham TN19 7EW	Fall down	LOW	Pole has been cemented into the ground and checked each year.	£30	£50	EXCELLENT	10 years	The Clerk	28/03/2019	
1	Hornbeam Meadow	Hornbeam, Burwash, TN19	Poor fencing Dangerous trees Overgrown areas	LOW	An newly chosen contractor will do a check on the fencing and trees to bring back to Council. Grass will be cut monthly during April - Sept	£1	£1	EXCELLENT	N/A	The Clerk	28/03/2019	
1	Downs Meadow	Downs Meadow, Burwash Common, TN19	Poor fencing Dangerous trees Overgrown areas	LOW	Fencing will be reviewed once dispute over boundaries has been reconciled Trees are constantly review and recent set up of DM management team will continue this DM is a nature reserve as laid out in the deeds. The only maintained footpath is the Right of Way which the Council will oversee although the ultimate responsibility of ESCC.	£1	£1	EXCELLENT	N/A	The Clerk	28/03/2019	
1	Kipling Statue	Opposite Ham Lane on the High Street	Bronze statue could be stolen	LOW	The statue has been cemented in with an underground grid to keep it safe. Each foot of the bench and Kipling has rods connecting to this grid.	£16,000	£20,000	EXCELLENT	20+years	The Clerk	28/03/2019	
1	Set of Christmas Lights	Parish Office when not up	Lights could become damaged/unsafe	LOW	These light are of low voltage and are put up by an electrician who checks as he puts them up.	£899	£1,000	GOOD	3 years	Matthew Richmond	01/01/2019	Matthew stores the lights for the Parish Council in a locked facility
1	Mini Radar Gun	Speedwatch Team Leader	None	LOW	Gun is very small and checked.	£350	£500	GOOD	5 years	Natalie Crabtree		
6	Council high vis jackets	Parish Office	Lose their level of usability due to wear and tear or stolen.	LOW	Checked before use.	£100	£120	GOOD	5 years	The Clerk	28/03/2019	Jackets not used regularly and are cleaned and stored after each use

£30,984 £268,222

Asset Register and Risk Assessment 2019-20

No.	Description	Location of Asset	Risks Identified	Rating	Risk Mitigation	Cost or Proxy Cost	Replacement Value	Condition of Asset	Useful Life	Custodian	Date last physically vouched	Notes
1	Fingerpost Sign	Junction of School Hill and A265	re0	LOW	Replace in 2020 as becoming rotten at the bottom	£1	£900	GOOD	10 years	The Clerk	23/06/2019	
2	Fingerpost Sign	Junction of Shrub Lane and A265	Fingerpost replaced Feb 2019 as rotten and dangerous	LOW	Replace in ten years. Repaint bi-annually to keep wood in good condition.	£1	£900	EXCELLENT	10 years	The Clerk	23/06/2019	Replaced Feb/Mar in 2019
3	Fingerpost Sign	Junction of the bottom of school hill and Batemans Lane	Repaint Spring 2019	LOW	Regular repainting will prolong the life of the fingerpost	£1	£900	GOOD	6 years	The Clerk	23/06/2019	
4	Fingerpost Sign	Junction of Stonegate Road and Spring Lane	Starting to become rotten at the bottom should be replaced in 2019	LOW	Regular repainting will prolong the life of the fingerpost	£1	£900	POOR	1 year	The Clerk	23/06/2019	
5	Fingerpost Sign	On the triangle by Great Bines and turning to Mayfield	Repaint Spring 2019	LOW	Regular repainting will prolong the life of the fingerpost	£1	£900	GOOD	6 years	The Clerk	23/06/2019	
6	Fingerpost Sign	On Witherenden Hill opposite turning to Mayfield	Repaint Spring 2019	LOW	Regular repainting will prolong the life of the fingerpost	£1	£900	GOOD	6 years	The Clerk	23/06/2019	
7	Fingerpost Sign	Junction of Fontridge Lane and Kings Hill Road	Repaint Spring 2019	LOW	Regular repainting will prolong the life of the fingerpost	£1	£900	GOOD	6 years	The Clerk	23/06/2019	

£6,300

Items are checked each year to ensure they are safe but also are in positions where people are unlikely to walk near them. A maintenance programme is in place to replace rotting or damaged posts carried out by the Handy person.

Asset Register and Risk Assessment 2019-20

No.	Description	Location of Asset	Risks Identified	Rating	Risk Mitigation	Cost or Proxy Cost	Replacement Value	Condition of Asset	Useful Life	Custodian	Date last physically vouched	Notes
1	Grit Bin	Shrub Lane junction A265	No proper base and is in danger of slipping off of the bank	MED	Bin has been cut back into the bank and made secure	£1	£150	GOOD	10	Clerk	May-19	
2	Optima free standing screen	Shrub Lane Opposite Willow Tree House				£1	£150	AVERAGE	2	Clerk	Apr-19	Lid is rather smashed should replace in 2 years
3	Grit Bin	Spring Lane 50m down from A265				£1	£150	GOOD	10	Clerk	Apr-19	
4	Grit Pipe	Spring Lane near Elphicks TN19 7HU				£1	£150	GOOD	10	Clerk	Apr-19	
5	Grit Pipe	Spring Lane opposite Halton Cottages				£1	£150	GOOD	10	Clerk	Apr-19	
6	Grit Pipe	Spring Lane NW Southover				£1	£150	GOOD	10	Clerk	Apr-19	
7	Grit Pipe	Spring Lane 400m south of C214 junction				£1	£150	GOOD	10	Clerk	Apr-19	
8	Grit Pipe	Waterloo Lane and Bines Lane Junction				£1	£150	GOOD	10	Clerk	Apr-19	
9	Grit Bin	Vicarage Road junction Vicarage Lane	No proper base and is in danger of slipping off of the bank		Bin has been cut back into the bank and made secure	£1	£150	GOOD	10	Clerk	Apr-19	
10	Grit Bin	Vicarage Road junction of A265 towards Burwash				£1	£150	GOOD	10	Clerk	Apr-19	
11	Grit Bin	Vicarage Road junction of A265 towards Heathfield				£1	£150	GOOD	10	Clerk	Apr-19	A concrete base was laid in 2018 making the bin secure and sealed
12	Grit Pipe	Willingford Lane adjacent to Mousehole Farm				£1	£150	GOOD	10	Clerk	Apr-19	
13	Grit Pipe	Willingford Lane adjacent to Hedge Nest				£1	£150	GOOD	10	Clerk	Apr-19	
14	Grit Pipe	Willingford Lane 100m south of Hedge Nest	Pipe has broken	MED	Get pipe replaced if possible and painted NOTE 1	£1	£150	POOR	10	Clerk	Apr-19	
15	Grit Pipe	Willingford Lane and Forge Farm	Pipe has been rolled over to cover up yellow		Ask handy person to paint the other side yellow as well for visibility	£1	£150	GOOD	10	Clerk	Apr-19	
16	Grit Pipe	Kings Hill and junction Perrymans Lane				£1	£150	GOOD	10	Clerk	Apr-19	
17	Grit Pipe	Kings Hill opposite Kings Hill Cottage				£1	£150	GOOD	10	Clerk	Apr-19	
18	Grit Pipe	Kings Hill opposite Kemland Cottage				£1	£150	GOOD	10	Clerk	Apr-19	
19	Grit Pipe	Kings Hill near Parkwood				£1	£150	GOOD	10	Clerk	Apr-19	
20	Grit Bin	Top of School Hill				£1	£150	GOOD	10	Clerk	Apr-19	
21	Grit Bin	School Hill half way down on right hand side				£20	£150	GOOD	10	Clerk	Apr-19	
						£40	£3,150					

NOTE 1 - Pipe is set into the bank need to assess what can be done if replaced with bin is viable?

Asset Register and Risk Assessment 2019-20

No.	Description	Location of Asset	Risks Identified	Rating	Risk Mitigation	Cost or Proxy Cost	Replacement Value	Condition of Asset	Useful Life	Custodian	Date last physically vouched	Notes
1	A3 HP Officejet Printer 7110	Parish Office	None	LOW	Huts are secure and have an alarm which is changed every 6 months.	£70	£150	POOR	2/3 years	The Clerk	28/03/2019	
1	Samsung CLX-4195FN	Parish Office	Heavy item	LOW	Located securely on a specific work desk and leads etc. are kept out of the way to stop tripping/pulling the item off or onto someone.	£236	£350	GOOD	3/5 years	The Clerk	28/03/2019	
1	Clerk's HP Laptop Serial Number	Parish Office and Clerk's Home	Damage as being used by a laptop and transporting	LOW	Set up a main PC in the office. Laptop is only used by Clerk for home working and meetings.	£756	£1,000	GOOD	5 years	The Clerk	28/03/2019	
1	A3 and A4 laminator Office Dept AT-100A3 Serial No. 03062	Parish Office	Laminator can get very hot and cause burns	LOW	Item is used as per guidelines. No trailing items of clothing to go near the feeder end. Office has a first aid kit for any minor burns.	£40	£45	GOOD	5 years	The Clerk	28/03/2019	
1	HP Laptop Windows 8 Serial No. 5CB4122WJB	Parish Office	None	LOW		£552	£800	GOOD	5 years	The Clerk	28/03/2019	Low spec laptop for basic use when Clerk laptop not needed
1	Fujitsu Screen Serial No. YV2Q005822	Parish Office	None	LOW		£100	£150	GOOD	5 years	The Clerk	28/03/2019	
1	Packard Bell Tower Serial No. 045020720436	Parish Office	Heavy item	LOW	Stored securely	£210	£300	GOOD	5 years	The Clerk	28/03/2019	
1	CCTV Camera and hard drive	Parish Office and Camera just outside	Dangerous poles have been removed.	LOW	poles removed remaining post is very secure.	£650	£2,500	POOR	0 years	The Clerk	28/03/2019	Equipment is out of date and needs replacing
1	Table top display stand	Parish Office	Heavy item	LOW	Item is only used and lifted with correct heavy lifting practices	£150	£150	EXCELLENT	5/10 years	The Clerk	28/03/2019	
1	Paper Shredder	Parish Office	fingers/clothing to get caught stuck in the shredder	LOW	No loose clothing to be worn when using. Use to shed paper in batches rather than constantly on.	£80	£85	EXCELLENT	5/10 years	The Clerk	28/03/2019	
						£2,844	£5,530					

NB: a separate risk assessment is carried out for the parish huts. This is just for the specific items in the huts.

Will now be used as a back up printer

Asset Register and Risk Assessment 2019-20

No.	Description	Location of Asset	Risks Identified	Rating	Risk Mitigation	Cost or Proxy Cost	Replacement Value	Condition of Asset	Useful Life	Custodian	Date last physically vouched	Notes
1	Projector Optoma 16:10 Enhanced widescreen	Parish Room	Dropped when used	LOW	Projector to be carried in carrier at all times and only removed over a table to minimise dropping.	£380	£450	GOOD	5 years		28/03/2019	
1	Optoma free standing screen	Parish Room		LOW		£116	£200	GOOD	5 years		28/03/2019	
10	Office Chairs	Parish Room	Skidding on the laminate flooring	MED	Suggest to re-carpet the whole of the IC.	£650	£890	GOOD	3/5 years		28/03/2019	Some chairs could be replaced now but majority are in good condition
1	Lenovo Tower 90BX/E50	Parish Room	Not on a proper office desk. Should be a on specific desks with encased wiring and suitable for the weight of computer/printers etc.	LOW	Replace tables with computer tables.	£150	£450	GOOD	5 years		28/03/2019	
1	HP Tower Serial no. CZC1118LCT Product No. XP033EA#ABU	Parish Room		LOW		£320	£450	POOR	1 year		28/03/2019	Towers are out of date and require replacing. Maybe cheaper to replace whole tower or get them upgraded.
2	HP Tower Serial no. CZC1102FV9 Product No. XP033EA#ABU	Parish Room		LOW		£320	£450	POOR	1 year		28/03/2019	
3	HP Tower Serial no. CZC1102FSQ Product No. XP033EA#ABU	Parish Room		LOW		£320	£450	POOR	1 year		28/03/2019	
1	HP Screen S2031a Serial No.3CQ1022MHW	Parish Room		LOW		£80	£100	GOOD	3/5 years		28/03/2019	Generally good working condition and could be used with the new towers.
2	HP Screen S2031a Serial No.3CQ1022M37	Parish Room		LOW		£80	£100	GOOD	3/5 years		28/03/2019	
3	HP Screen S2031a Serial No.3CQ102N1X3	Parish Room		LOW		£80	£100	GOOD	3/5 years		28/03/2019	
1	ACER Screen model No. KG221Q Serial No. MMT8VEE00172905DADA4201	Parish Room	LOW	£90	£100	GOOD	3/5 years		28/03/2019			
4	HP keyboards and Mouses	Parish Room	None			£96	£112	GOOD			28/03/2019	
1	Printer HP Officejet Serial No. TH69M5502C	Parish Room	Not on a proper office table	LOW	Replace tables with computer tables.	£110	£110	GOOD	5 years		28/03/2019	Will now be used as a back up printer
1	CLX-6260FW - Printer	Parish Room	Heavy item	LOW	Printer has been installed at the back of the IC on a suitable tablet the side near the power point. There is no need to move or lift the item. If this ever arises the Clerk will be notified to organise for this to be done.	£350	£350	EXCELLENT	5/10 years		28/03/2019	Bought new in March 2019 to manage the IC output.
1	A1 A Frame	Parish Room	Heavy item which is moved via a sack barrow	MED	Organise for volunteers to have proper training on moving heavy items and usage of sack barrows. Buy straps for the sack barrow.	£120	£120	EXCELLENT	5/10 years		28/03/2019	Bought in Feb 2019
1	Samsung Screen Model: LE26B450C4W Serial No. 85813HRZ100986T	Parish Room	Not on a proper office table			£80	£100	GOOD	5 years		28/03/2019	
1	BT Business Smart Hub Item Code: 088315	Parish Room	None			£1	£0	EXCELLENT	5 years		28/03/2019	entered into new BT contract reduced monthly costs and received a new hub.
1	Henry Hoover	Parish Room	Leads can be a trip hazard	LOW	Only used when IC is closed.	£80	£110	GOOD	2/3years		28/03/2019	

£3,423 £4,642

JANUARY	Bi-Annually PAT Testing to take place If required PC health check carried out
FEBRUARY	
MARCH	Asset Register updated
APRIL	Risk Assessment updated
MAY	Review Health and Safety Policy
JUNE	Alarm System checked
JULY	On alternate years all items are PACT tested
AUGUST	
SEPTEMBER	Outstanding Risk Assessment actions to be done
OCTOBER	New employer liability insurance put up
NOVEMBER	Fire extinguishers checked and assessed
DECEMBER	