

COLBURN TOWN COUNCIL

RISK MANAGEMENT 2024

The Clerk and Members of the Town Council are required to review annually the risk assessment policy and record their decision:

Key Risk facing the Council	Potential consequences	Measures taken if risk occurs
Ensuring cash & cheques are collected promptly. Theft or dishonesty of the Clerk/Deputy Clerk	Financial loss	Office staff instructed to bank all monies immediately. The only cash and cheques received are for the Mayor's Dinner held in February each year. This is taken immediately to the Post Office for paying in. All other payments and receipts are made directly to the on-line bank account. Regular scrutiny through monthly meetings with monthly figures set against the agreed Precept budget and balances provided by the clerk. The Bank balance can be checked through Online banking during office hours by any councillors. Councillors all have access to Scribe accounts so they can monitor activity and balances. Fidelity insurance cover taken out. LOW RISK
Vandalism, theft or damage to photocopier, notice boards, dog waste bins, seats and benches	Repair/replacement costs	With the exception of the photocopier and computer, no insurance cover taken. Office is locked with keys only for Clerk, Deputy Clerk and Village Hall co-ordinator. Weekly inspection by Maintenance Person for damage and monitoring of costs to the Council. LOW RISK MEDIUM RISK
Loss, damage or theft of Mayoral Chain and Consort Pendant and Ribbon	Financial loss	Custodian of the Chain and Pendant is the Mayor for the year. Insurance cover taken out on an all risks basis. Kept at home. LOW RISK
Loss, damage or theft of Deputy Mayor's Badge	Financial loss	Custodian of the Badge is the Deputy Mayor for the year. Insurance cover taken out on all risks basis. Kept at home. LOW RISK
Inappropriate behaviour by or injury to a Councillor whilst carrying out duties	Claim for compensation	Fidelity & personal accident cover for Members and employees taken out MEDIUM RISK

Injury to persons, third party or vehicles	Claim for compensation	£10 million Public Liability insurance cover. A sign has been erected on Broadway Car Park that vehicles are parked at owner's risk and the Town Council is not liable for injuries sustained by the public using the area. HIGHER RISK
Injury to persons using Play Parks owned by the Town Council or Colburn Sidings Woods adjacent to A6136 Marne Grange/The Chase area	Claim for compensation	£10 million Public Liability insurance cover. Self-employed maintenance person contracted to maintain play park equipment, cleanliness, grass cutting and maintain safety of trees in woodland HIGHER RISK
Proper reporting via the minutes	Legal requirement	Minutes of both the main Council meeting and the Open Spaces & Play Parks Committee are approved on a monthly basis, signed and published on the website of the Town Council and District Council. The list of Receipts & Payments passed at the monthly meeting are attached to the minutes and published monthly. VAT is managed and recorded accurately and recovered quarterly. If large expenditure is incurred such as Play Park equipment, the VAT will be recovered immediately.
Proper document control and computer safety	Legal requirement	Electronic files are stored on a cloud basis monitored by an IT company and also saved to a USB stick. The cloud allows access by the Clerk and Deputy Clerk via laptop devices at home. Emails are deleted after 6 months. Paper and Electronic files are maintained in line with the Document Retention Timescales.
Precept setting, Internal & External Audit	Legal requirement	The clerk provides an outline budget in November based on current costings which is discussed, amended and agreed. Published on the website in December. Internal Audit commences as soon as the financial year is balanced after 31 st March and the Clerk liaises with the Internal Auditor who has access to Scribe accounts on a Read only basis. The Accounts, signed Internal Auditor's report and completed Annual Return are presented and passed at the Annual Meeting, then sent for External Audit. When completed, the required sections are published on the website together with electors' rights at the appropriate time.

The Clerk informs Zurich Insurance of any changes or additions to the Asset Register throughout the year. There is a separate Engineering policy which covers the annual inspection of the 7 Play Parks by Zurich inspectors carried out in September.

Play Park & Open Space Maintenance for Colburn Town Council

Contract commenced 1st April 2016 for self-employed person

Monthly Play Park reports on each piece of equipment signed by Maintenance Contractor are filed in the office and checked by Cllr Burnham who has a background in Health & Safety.

Random walk arounds are taken throughout the year by members of the Play Park Committee.

Annual RoSPA inspection carried out by Zurich Insurance (August/September).

Reports of all the equipment is held in their Engineering Crimson database to which the Town Council has access.

Qualifications for Maintenance Contractor:

ROSPA - RP11 Level 2 Operational Inspections for Play Park (renewable every 2 years)

Waste carrier's licence - Reg no CBDL41428

Aerial Tree rigging - City & Guilds Level 3

Aerial Tree Pruning - City & Guilds Level 3

Aerial Tree Cutting & Free Fall Techniques - City & Guilds Level 3

Tree Climbing & Rescue - City & Guilds Level 2

Felling & Processing Large Trees - City & Guilds Level 3

Felling & Processing Small Trees - City & Guilds Level 2

Safe use of Pedestrian Lawn Mowers - City & Guilds Level 2

Safe use of Ride on Lawn Mowers - City & Guilds Level 2

Chain Saw maintenance & cross cutting - City & Guilds Level 2

Safe use of Bush cutters and Trimmers - City & Guilds Level 2

Principles of Safe Handling and Application of Pesticides operating pedestrian hand held applicators fitted with hydraulic nozzles or rotary atomisers to apply pesticides to land.

Duties 3 days summer 2½ days a week winter include:

Grass cutting and litter picking of Play Parks

Pruning of shrubs & trees, hedge trimming & weed spraying

Play Park inspections and maintaining/repairing equipment and cleaning surfaces

Maintenance of fencing, installing signs in play parks, benches & notice boards

Reports of jobs completed and ongoing are compiled monthly and are included in the Open spaces & Play Park Sub-committee minutes
Records of the Play park inspections are carried out monthly, printed out, signed & dated and filed in labelled folders for each year.

A traffic light system is used for equipment faults

RED - immediate attention and high risk

Amber - frequent monitoring required and medium risk

Green - monitored and low risk

Signage in the Play Parks

All parks have NO DOGS ALLOWED SIGNS ON THEM

Some parks have NO LITTER & NO SMOKING SIGNS

Signs stating ownership by Colburn Town Council with contact details

Colburn Sidings Woods adjacent to A6136 and Marne Grange/The Chase

Trip hazards have been removed from the woods with a stump grinder, overgrown brambles cut back and branches at head height removed for safety. Hard surface paths are regularly pressure washed. 3 Litter bins have been installed and community litter picks encouraged and supported. Planting of Laurel, Holly, Buddleia, Viburnum and Cotoneaster bushes took place in December 2018. A Post & rail fence has been erected between the Woods and housing. Annual winter inspection of woods by Maintenance Contractor.

The **Colburn Allotment Association** is run independently for its members. The Town Council holds the lease with the District Council which is paid quarterly (£350 per annum). The Allotment Association from 2023-24 re-imburses the Town Council for the full amount.

Burials and the Cemetery in Hipswell are controlled by the **Colburn, Hipswell & Scotton Joint Burial Authority**. Each parish nominates up to 3 councillors annually to sit on the Authority which sets a precept paid in May by each council and follows the same rules as Parish/Town councils.

Beckwood Community Land and Sports Centre Building is currently leased to the new Colburn Community Sports Centre (Charity Incorporated Organisation) to operate the Centre from 1st February 2023 under a guaranteed annual grant of £50,000 for the 3 years 2023-24, 2024-25 & 2025-26. There are 4 volunteer trustees who are councillors: Angela Dale, Paul Towers, Andrea Crowe & Akuila Tutora. Monthly status reports together with a Receipts and Payments summary are provided by Paul Towers, circulated and discussed at the monthly Council meeting.

This Risk Management document was considered by the Town Council at their meeting held on 15th January 2024 and will be reviewed annually prior to the Audit process.