

# SUNNINGWELL PARISH COUNCIL

## Risk Assessment 2023 / 2024

Previous Review Date:

29 Apr 2022 Minute 42/22

Updated, Reviewed, Resolved, and adopted by Council on:

30 Nov 2023 Minute 145/23

Next Review Date:

May 2026

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Sunningwell Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk	Management / Control of Risk	Review / Assess / Revise	Responsibility
<b>Insurance</b>  <b>Assessed likelihood of a claim occurring under each category x impact of not being adequately insured</b>	a. General adequacy	Council/ Councillors	(1x3) = 3	The insurance arrangements are reviewed fully on a five-year basis with interim annual checking. Review of risk and adequacy of cover (loss / damage, public liability, consequential loss and fidelity guarantee) should be conducted annually. Full review of renewal costs every five years – next 2027.	Check limits annually and review full policy every five years. A new five-year long-term agreement (LTA) has been agreed with Zurich Insurance and starts in June 2022 as the previous LTA ends. Other quotes were considered.  Review all exclusions in Insurance Policy and take steps to minimize and risk of being insurance claims being rejected.	Clerk and Councillors
	b. Cost	Council/ Councillors	(1x1) = 1			
	c. Compliance	Council/ Councillors	(2x2) = 4			

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk	Management / Control of Risk	Review / Assess / Revise	Responsibility
	d. Public Liability (statutory)	Council/ Councillors/ General Public	(1x3) = 3	Insurance at £10,000,000	Security Event schedules and planning document. Develop specific risk assessment documents for Bonfire night and Playground (including maintenance schedules) and ensure complied with.	Clerk and Councillors
	e. Employers Liability (statutory)	Council/ Councillors, Employee	(1x1) = 1	Insurance at £10,000,000		Clerk and Councillors
	f. Money	Council/ Councillors	(1x1) = 1			Clerk and Councillors
	g. Fidelity Guarantee	Council/ Councillors	(1x1) = 2	Insurance at £50,000		Clerk and Councillors
	h. Property	Council/ Councillors	(2x2) = 2	Play Equipment: £49,102 Telephone Kiosk (Defib): Defibrillators: £6,430 Radar Speed Signs: £8,290 Risk damage	Regular maintenance Monthly check Develop risk assessment for playground (including maintenance schedules)	Clerk and Councillors
	i. Libel and Slander	Council/ Councillors	(1x2) = 2	Insurance at £250,000 (excess 10% of claim or £1,000 whichever is lower).	Consider an Excess Reserve Code of conduct policy and Councillor training	Clerk and Councillors
	j. Personal Accident	Councillors	(1x2) = 2	Insurance at £20,000 (capital sum), £25 (weekly sum).		Clerk and Councillors

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk	Management / Control of Risk	Review / Assess / Revise	Responsibility
	k. Excess		(1x1) = 1	£100	Sufficient funds to cover this cost	Clerk and Councillors
	l. Legal Expenses			Limit of Indemnity £100,000		
<b>Precept</b>	a. Adequacy of precept for the Council to carry out its statutory duties	The Parish	(1 x 2) = 2	<p>To determine the precept amount required, the Council receives budget update information.</p> <p>At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Vale of White Horse District Council. The figure is submitted by the Clerk in writing.</p> <p>The Clerk informs the Council when the monies are received.</p>	<p>Review starting in November with budget process.</p> <p>Confirm precept requirement in first week of January</p>	Clerk and Councillors

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk	Management / Control of Risk	Review / Assess / Revise	Responsibility
<b>Budget Provision and Reserves</b>	b. Insufficient available funds	The Parish	(1 x 2) = 2	A full budget needs to be submitted prior to the Precept request. This should include funds placed in reserve for future projects, a contingency fund and three months' running costs	Existing procedure adequate	Clerk and Councillors
<b>Best Value Accountability</b>	c. Work awarded incorrectly	The Parish/General Public	(1 x 2) = 2	Normal Parish Council practise would be to seek, if possible, more than one quotation for any substantial work undertaken. For major work competitive tenders must be sought. If problems encountered with a contract, the Clerk would investigate the situation and report to the Council.	Procedure in Financial Regulations	Clerk and Councillors
	d. Overspend on services e. Underspend on services	The Parish/General Public	(1 x 2) = 2 (1x2) = 2		Procedure in Financial Regulations  Ensure that maintenance work is delivered to an adequate professional standard, particularly where there is risk of injury to public.	Clerk and Councillors
<b>Contracts and contractors</b>	a. Maintenance contractors	The Parish	(1 x 2) = 2	Standing orders for award of contracts and capital expenditure. Initial contracts awarded for 12 months. Subject to satisfactory performance, subsequent contracts are for three years.	Report on performance and review when appropriate  Ensure that maintenance work is delivered to an adequate professional standard, particularly where there is risk of injury to public.	Clerk and Councillors
<b>Payroll and Salary</b>	a. HMRC RTI Information – submit within time limits	Council/Councillors	(1 x 2) = 2	The Clerk's salary payment should be entered on the Sage software and uploaded to HMRC on a monthly basis.	Current procedure adequate	Clerk / Councillor responsible for

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk	Management / Control of Risk	Review / Assess / Revise	Responsibility
				Clerk submits amount on the Payments Due Schedule at monthly PC meeting.		Internal Control
	b. HMRC End of Year Submission / P60 – submit within time limits	Council/ Councillors	(1 x 1) = 1	The Council must complete the End of Year Submission online within the HMRC timeframe.	Current procedure adequate	Clerk / Councillor responsible for Internal Control
	c. Salary paid incorrectly	Council/ Councillors	(1 x 1) = 1	Salary agreed once NALC briefing has been published; paid by Standing Order. Councillors who authorise payments to sign salary sheet.		Councillor signatories
	d. Unpaid tax to HMRC	Council/ Councillors	(1 x 2) = 2	Unlikely. Tax is paid at same time as net salary.		Clerk / Councillor responsible for Internal Control
<b>Employees</b>	a. Fraud by staff	Council/ Councillors	(1 x 2) = 2	Requirements of Fidelity Guarantee Insurance adhered to with regards to fraud.	Existing procedures adequate	Clerk and Councillors
	b. Health and safety	Council/ Councillors	(1 x 2) = 2	All employees (currently the Clerk) to be provided adequate direction and safety equipment needed to undertake their role.	Monitor health and safety requirements and insurance annually	Clerk and Councillors
	c. Clerk resignation / sickness	Council/ Councillors	(1 x 2) = 2	Councillors may act in a temporary capacity at nil pay.	Review contingency in budget annually	Clerk and Councillors

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk	Management / Control of Risk	Review / Assess / Revise	Responsibility
				Contingency required for advertising, sickness cover etc.		
<b>Bank and Banking</b>	a. Inadequate checks	The Parish	(1 x 2) = 2	The Council has Financial Regulations which set out banking requirements.	Financial Regulations to be reviewed ASAP	Clerk
	b. Bank mistakes	The Parish	(1 x 1) = 1	Reconciliation is monthly to pick up on any mistakes.	Existing procedure adequate	Clerk
	c. Payment mistakes	The Parish	(1 x 1) = 1	Cheques to be written by the Clerk following inspection of the invoices and signed by two Councillors on production of the Payments Due Schedule agreed at the PC Meeting. Cheque, cheque counterfoil, and schedule to be signed or initialled.  Online payments should follow the agreed online payment procedure.	Existing procedure adequate  Online Payment Procedure reviewed whenever there is a change of signatories.	Clerk and bank signatories
	d. Signatories	The Parish	(1 x 1) = 1	To ensure that payments can be made in a timely manner, Council to confirm bank signatories and electronic banking authorisers (cheque signatories do not necessarily have to be authorisers) are up to date. There should be at least three Councillors capable of authorising online payments.	Review Annually in May	Clerk and Council

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk	Management / Control of Risk	Review / Assess / Revise	Responsibility
	e. Credit references	The Parish	(1 x 1) = 1	The Bank performs credit references on signatories.	Existing procedure adequate	Bank
	f. Non-performance / delivery of third parties	Council/ Councillors /The Parish	(1 x 1) = 1	Avoid pre-payments wherever possible.  Vet suppliers thoroughly	Existing procedure adequate	Clerk and Councillors
<b>Financial reporting</b>	a. Information communication	The Parish	(1 x 1) = 1	Financial information is a regular agenda item (Financial Report) and discussed / reviewed and approved at each meeting.	Existing procedure adequate	Clerk and Councillors
	b. Annual accounts	The Parish	(1 x 1) = 1	Accounts to be closed at Council Year End 31 March and final Statement submitted to April / May Parish Council meeting for scrutiny and agreement. Clerk / RFO and Chairman to sign off.	Existing procedure adequate	Clerk and Councillors
<b>Financial Records</b>	a. Inadequate records	The Parish	(1 x 1) = 1	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate	Clerk and Councillors
	b. Financial irregularities	The Parish	(1 x 1) = 1	The Council should have a Councillor responsible for Internal Control who inspects the finance records regularly. Any irregularities should be identified on inspection.	Recommend appointing a Councillor responsible for Internal Financial Control	Councillors
<b>VAT</b>	a. Reclaiming	The Parish	(1 x 1) = 1	The Council will make at least one reclaim using the 126 forms annually after the close of the year end provided the reclaim is	Existing procedure adequate	Clerk

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk	Management / Control of Risk	Review / Assess / Revise	Responsibility
				for more than one calendar month and is over £100. The order must have been placed by the Council, the invoice made out to the Council and the payment made from Council funds.		
	b. Charging	The Parish	(1 x 1) = 1	The Council is not currently registered for VAT.	Existing procedure adequate	
<b>Audit</b>	a. Annual Return - complete and publish within time limits	The Parish	(1 x 1) = 1	<p>External Audit Annual Return completed and signed by the Internal Auditor and then completed and signed by the Chairman and Clerk / RFO before 30 June and published on the website.</p> <p>If the PC payments and receipts fall below £25,000 the PC may agree that there is no need for a Limited Assurance Review and that Exemption is acceptable; the Certificate of Exemption must be completed and sent to the External Auditor by 30 June. All paperwork must still be completed and published whether or not it is sent to the External Auditor.</p>	Existing procedure adequate	Clerk and Chairman



Subject	Area of Risk/ hazard	Who/what might be harmed	Risk	Management / Control of Risk	Review / Assess / Revise	Responsibility
				The PC may still have a Limited Assurance Review and the paperwork must be completed and sent to the External Auditor and published on the website in the usual way.		
	b. Public inspection of documents	The Parish	(1 x 1) = 1	By appointment only, at the Parish Hall or other convenient public place. For the safety of the Clerk, the public are welcome to inspect documents, but with a Councillor present. Annual Inspection dates Notice must cover the first 10 days of July.	Existing procedure adequate	Clerk and Councillors
	c. Internal Audit	The Parish	(1 x 1) = 1	Appoint an independent Internal Auditor.	Existing procedure adequate	Councillors (with advice from Clerk)
	d. Review of Effectiveness of Audit	The Parish	(1 x 1) = 1	The Council must review its requirements of the internal Audit including scope, independence, competence, relationships, and planning following the completion of the Internal Audit.	Existing procedure adequate	Council
<b>Legal Powers</b>	a. Illegal activity or payments	The Parish	(1 x 1) = 1	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings.	Existing procedure adequate	Clerk and Councillors

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk	Management / Control of Risk	Review / Assess / Revise	Responsibility
<b>Minutes / agenda / Notices and Statutory Documents</b>	a. Accuracy and legality	The Council/The Parish	(1 x 1) = 1	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements including publishing on the Agenda and Minutes section of the Parish Council website ( <a href="http://www.sunningwell-pc.gov.uk">www.sunningwell-pc.gov.uk</a> ).  Draft Minutes are circulated in advance of the meeting, approved, and signed at the next full Council meeting.	Existing procedure adequate	Clerk
	b. Standing Orders	The Council/The Parish	(1 x 1) = 1	Adopted in June 2018	Review existing policies and readopt as new SPC in Nov 2023 if possible. Only conduct major review if legislation changes	Council
	c. Financial Regulations	The Council/The Parish	(1 x 1) = 1	Adopted in December 2019	Review existing policies and readopt as new SPC in Nov 2023 if possible. Only conduct major review if legislation changes	Council
	d. Business conduct	The Parish	(1 x 1) = 1	Agenda displayed according to legal requirements.  Business conducted at Council meetings should be managed by the Chairman.	Existing procedure adequate	Clerk and Chairman
<b>Council Records</b>	a. Paper	The Parish/ Council/ Councillors	(1 x 2) = 2	Loss through, fire, theft, damage. The Parish Council records are stored at the home	Damage (apart from fire or flood) and theft is unlikely and so provision is adequate.	Clerk and Council

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk	Management / Control of Risk	Review / Assess / Revise	Responsibility
				of the Clerk, and in the filing cabinets in the Parish Hall. Records include historical correspondences, minutes, insurance, bank records.	<p>Further archiving of papers with District Council, and in Parish Hall, necessary.</p> <p>Councillors to review contents, dispose of anything not required to be retained, and determine if current arrangements are still needed or whether possible to rely on electronic records.</p> <p>Obtain a duplicate key for filing cabinet to be kept in home of one designated councillor.</p>	
	a. Electronic	The Parish/ Council/ Councillors	$(1 \times 2) = 2$	<p>The Parish Council electronic records are stored on Microsoft Cloud</p> <p>ESET antivirus is kept up-to-date.</p>	Existing procedure adequate but could consider having a separate hard drive backup	Clerk
<b>Data Protection</b>	a. Policy provision	The Parish		The Parish Council is registered with the Information Commissioner.	Existing procedure adequate	Clerk and Council
	b. Data Protection Officer	The Parish	$(1 \times 1) = 1$	Is not currently necessary.	Review if necessary	
	c. GDPR	Parish	$(1 \times 1) = 1$	Policies for Data Protection, Document Retention, Freedom of Information, and Privacy	Review only if legislation changes.	Council

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk	Management / Control of Risk	Review / Assess / Revise	Responsibility
				Notice are available on SPC website		
<b>Freedom of Information and Environmental Information Regulations</b>	a. Policy Need to see	The Parish	(1 x 1) = 1	The Council has a model draft publication scheme in place. To date there have been no formal requests under FOI or EIR	Review draft policy and adopt in November 2023. Publish on website.	Clerk
	b. Provision	The Parish	(1 x 2) = 2	The Parish Council is aware that if a substantial request came in it could create several additional hours' work.		Clerk / Council
<b>Councillors</b>	a. Losing a Councillor	The Parish	1 x 1) = 1	When a vacancy arises there is a legal process to follow which leads to either a by-election or a co-option process. The more usual is a co-option which starts with an advert, acceptance of applications, consideration of applicants and co-option vote at a Council meeting. The Council tries to draw members from around the Parish to make sure each area is represented.	Propose adoption of District Council guidelines – November 2023	Clerk / Council
	b. Losing more than four Councillors to make the Council inquorate	The Parish	(1 x 3) = 3	If there are more than four vacancies at any one time, the Council becomes inquorate and the District Council will take over the running of the Council (at the parish's expense).	Procedures of The Vale of White Horse District Council are adequate	

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk	Management / Control of Risk	Review / Assess / Revise	Responsibility
<b>Election Costs</b>	a. Risk of an election cost	The Parish	(1 x 3) = 3	Risk is higher in an election year. The Council does not formally set aside a sum each year.	Existing procedure is adequate for the four-yearly elections but inadequate in the unlikely event of a by-election.	
<b>Members' Interests and Code of Conduct</b>	a. Conflict of interests	The Parish/ The Council	(1 x 1) = 1	Declarations of interest by members at Council meetings. Legally Councillors need only declare 'pecuniary interests', but many choose to declare other interests and withdraw from discussion if necessary. All interests are recorded.	Existing procedure adequate	
	b. Code of Conduct	The Parish/ The Council	(1 x 1) = 1	Code issued by CDC and adopted in June 2012. It is issued to each Councillor on election to Office.	Existing procedure adequate	CDC
	c. Register of members' interests	The Parish/ The Council	(2 x 1) = 2	Councillors must complete a form on election which must be sent to CDC for publication on their website. Councillors are responsible for ensuring that their own register of members interests is kept up to date.	Review Annually	Councillors
<b>Council Meetings</b>	a. Recording of meetings	The Parish/ The Council	(1 x 1) = 1	While it is legal for recordings to be made of meetings, out of courtesy, and in accordance with the Recording of Meetings Policy, Members of the public are requested to inform the Chairman if they wish to record		Chairman

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk	Management / Control of Risk	Review / Assess / Revise	Responsibility
				the meeting. The Parish Council will also make a recording if necessary.		

Subject	Area of Risk/ hazard	Who/what might be harmed	Risk	Management/Control of Risk	Review/Access/Revise	Responsibility
<b>1. Village Hall and car park</b>  Sunningwell		The Parish/General Public		Village Hall Management Committee. Insured by that committee	Request to see RA + Insurance cover for village hall. Develop risk assessment for Village hall car Park.	Councillors
<b>2. Sunningwell Parish Village Green</b>  Sunningwell	Accident Flooding	The Parish/General Public	(1x2) = 2	Full council plus a parishioner acts as curator of the green and liaises with the council	Need to identify potential risks and document before the next review in Review existing Parish Council policy	Councillors
<b>3. Children's Playground</b>  Cricket Ground, Sunningwell	Accident Damage to equipment Lack of maintenance	The Parish/General Public	(2x3) = 6	RoSPA annual inspection plus three private inspections/repairs by MRH Services	Needs owns RA	Councillors

Subject	Area of Risk/hazard	Who/what might be harmed	Risk	Management/Control of Risk	Review/Access/Revise	Responsibility
<b>4. Filing Cabinet</b>  Storage room, Sunningwell Parish Hall	Loss of records	The Parish	(1x1) = 1	Ensure location is secure with controlled access (Clerk has key)	Check room regularly for water / damp / rodents/theft  Copy key to be kept in home of designated Councillor	Clerk
<b>5. Telephone Kiosk</b> Sunningwell	Damage to defibrillator	The Parish/General Public	(1x3) = 3	Protect defibrillator. No other use permitted	Defibrillator needs separate RA	Councillors
<b>6. Benches</b>  Village Green, Sunningwell (6. With 7 <sup>th</sup> approved) The Triangle, Bayworth (3) – Car park, Sunningwell (1)	Accident Theft	The Parish/General Public	(1x1) = 1	All secured by bolts, screws etc. Regular monitoring, annual maintenance and repair or replacement as required using personnel deemed qualified by the Council. Any reports of damage to be included on the next agenda.	Clarify procedure for inspection and maintenance.	Councillors
<b>7. Wall</b>  Village Green, Sunningwell	Accident	The Parish/General Public	(1x1) = 1	Annual inspection.	Clarify procedure for inspection and maintenance.	Councillors
<b>8. Waste bins</b>	Public health  Litter		N/A	The SPC doesn't own any or have responsibility to empty		
<b>9. Grit bins</b>  Village Hall, Sunningwell	Accident	The Parish/General Public	(1x2) = 2	Ensure all bins are filled with salt by OCC in the autumn. Check maintenance.	Clarify procedure for inspection and maintenance.	Councillors

Subject	Area of Risk/hazard	Who/what might be harmed	Risk	Management/Control of Risk	Review/Access/Revise	Responsibility
<b>Beaulieu Court, Sunningwell</b>  <b>Bayworth Triangle, Bayworth</b>						
<b>10. Noticeboards</b>  <b>Boars Hill by Care Home</b> <b>Bayworth Triangle</b>  <b>Sunningwell Village Hall car park</b>  <b>Long Furlong</b>	Malicious damage	The Parish/Council	(1x1) = 1	Regular monitoring when Clerk posts notices, annual maintenance and repair or replacement as required using personnel deemed qualified by the Council. Any reports of damage to be included on next agenda.		Councillor
<b>11. Defibrillators</b>  <b>Beaumont Care Home, Boars Hill</b>  <b>Sunningwell Telephone Kiosk</b>  <b>Bayworth Triangle</b>  <b>Long Furlong</b>	Damage  Theft  Equipment going out of date	The Parish/General Public	(2x3) = 6	Monthly inspection and reporting to Community Heartbeat Trust via the WebNos system. Replacement of battery every five years and pads every two years if unused	Needs separate RA	Coordinator: Karen Laister  Four name people responsible for each defibrillator



Subject	Area of Risk/hazard	Who/what might be harmed	Risk	Management/Control of Risk	Review/Access/Revise	Responsibility
<b>12. Roadside white gates</b>  Bayworth  Sunningwell	Decay and rot of posts	The Parish	(1x1) = 1	Full annual inspection, cleaning and painting may be necessary. Budget required and a reserve made.	Clarify procedure for inspection and maintenance.	Councillors
<b>13. Maintenance of land and assets</b>	Accident	The Parish/General Public	(1x1) = 1	Village green and Bayworth Triangle. Grass strimming around white gates. Miscellaneous ad hoc tasks.  Council should take copies of all contractors' Public Liability Certificates or obtain written confirmation of cover. Ensure terms of all new undertakings include indemnity of the Council by the Contractor Schedule review of contracts including responsibility and performance.	Procedure needs to be established	Clerk
<b>14. Bonfire and Firework event</b>	See separate details RA	The Parish/General Public	(2x3) = 6	See separate details RA	See separate details RA	Councillor
<b>15. Garage Sunningwell</b>	Flooding Theft					

### Risk Prioritisation

The table below is recommended in the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide

Risk prioritisation is an assessment of the severity of impact if something were to happen and how likely it is to happen

Likelihood x Impact = Risk Priority

How Likely	Highly likely	3	6	9
	Possible	2	4	6
	Unlikely	1	2	3
		Negligible	Moderate	Severe
	Impact			

Taken from the JPAG 2020 from Section 5.97

### Addressing risks:

Risk is unavoidable, and every organisation needs to take action to manage risk in a way which it can justify to a level which is tolerable. The response to risk, which is initiated within the organisation, is called 'internal control' and may involve one or more of the following standard responses:

- Tolerate the risk - for risks where the downside is containable with appropriate contingency plans; for some where the possible controls cannot be justified (e.g. because they would be disproportionate); and for unavoidable risks, e.g. terrorism.
- Treat the risk - a common response which can mean imposing controls so that the organisation can continue to operate; or setting up prevention techniques.
- Transfer the risk – buying in a service from a specialist external body or taking out insurance. Some risks cannot be transferred, especially reputational risk.
- Terminate the activity giving rise to the risk - it may be best to stop (or not to start) activities which involve intolerable risks or those where no response can bring the risk to a tolerable level.

Areas where there may be scope to use insurance to help manage risk include the following:

- The protection of physical assets owned by the authority – buildings, furniture, equipment, etc. (loss or damage).
- The risk of damage to third party property or individuals because of the authority providing services or amenities to the public (public liability).
- The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss).
- Loss of cash through theft or dishonesty (fidelity guarantee).
- Legal liability as a consequence of asset ownership (public liability).

The limited nature of internal resources in most authorities means that those wishing to provide services often buy them in from specialist external bodies. Areas where there may be scope to work with others to help manage risk include the following:

- Security for vulnerable buildings, amenities or equipment.
- Maintenance for vulnerable buildings, amenities or equipment.
- The provision of services being carried out under agency/partnership agreements with principal authorities.
- Banking arrangements, including borrowing or lending.
- Ad hoc provision of amenities/ facilities for events to local community groups.
- Markets management.
- Vehicle or equipment lease or hire.
- Trading units (leisure centres, playing fields, burial grounds, etc.).
- Professional services (planning, architects, accountancy, design, etc.).

This risk assessment was reviewed and adopted on 27 May 2021 – Minute Reference .....