

Bix and Assendon Parish Council – Register of Risks 2025

Risk Identified	Risk	Impact Sev-erity	Est. max financial exposure	Mitigation and notes	Grade of risk	Monitoring Process	PC Member Responsible	Action Required
<u>Property and Assets</u>								
<u>Bus shelters</u> Damage by vehicles/vandalism	6	2	Old £2,959.18 New £7,152	Maintain adequate insurance. Vandalism most likely due to wooden structure	Medium	Maintain in good order	Monitor on regular basis As per inspection log	Inspection log complete Min ref. 051/18 Inspection log done by JOP and dirty but fine (enclosed)
<u>Street Furniture</u> Gates and fences. Tree guards nr Golden Ball Damage by vehicles/vandalism/theft PC Noticeboards at MA, LA and Bix Bix Tank info board Salt bin – VH	1	1	Limited	There is only a partial loss on any of these items	Low	Maintain in good order	All councillors As per inspection log	See above The MA village gate is missing east side and west side has been repainted 06/16 New bus shelter 012/19 & insured. JOP inspected Bix assets – sheet enclosed
<u>Defibrillators</u> Golden Ball PH,, LA The Rainbow PH, MA Village Hall, Bix			Limited	Damage, mis-use	Low	Keep in operational order	As per inspection log	No pads or batteries due for replacement this year All pads and batteries replaced by JOP Jan 2021 025/21
<u>Bridge Over Stream</u>	2	1	£430.75	Maintain adequate insurance. To be checked regularly for damage/surface	Low	Maintain in good order	Chairman As per inspection log	See above The vegetation had become a problem and a contractor regularly maintains. Inspection sheet with a cllr Msrch 2021 – not returned
<u>Oak Bench</u>	6	2	£756	Maintain adequate insurance.	Medium	Make sure it is secured in ground	As per inspection log	See above – JOP inspected Mar 2021 as per sheet encl.
<u>Allotment</u>	2	2	No formal lease with SODC	Allotments let for £18 full £9 half. Key code to entrance	Low	Maintain in good order as village asset but annual income 6x£18 if all let. No insurance held- no agreement with SODC	Clerk As per inspection log	See above Work on fencing and rabbit proofing on going 09/3/18 and Japanese Knotweed reported and again 04/8/20

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<u>Jubilee tree</u>	1	1	zero value	Tree guard	Low	Check heath and mulch	As per inspection log	Mulched and sprayed Min. ref 098/18 and now looks good Mar 2021
<u>Armistice Tree</u>	1	1	Zero value	Dead				Replace in Autumn – still no decision
<u>Speed Indicator Device</u>	3	3	Insured £2,500	Must only be used as part of speed watch group (trained by the police).	Medium	Care in handling and removing and connecting plugs	Cllr. Ina Chantry	Angry drivers are a problem if caught. A group of at least 3 people recommended.
<u>Village Hall</u> Legal Financial and Professional Risks	1	1	Insured by VHC £180,000	PC owned, member of pc on VHMC	Low	Maintain in good order.	Yearly accounts submitted	Report given at APM 4.3.19 min. ref 19 LT to be Treasurer 68/20 and Cllr IC rep March 2021
Theft/misuse of assets	1	1	£250,000 Money/cheques	Maintain adequate insurance Obtain reference for previous 2 years when employing new clerk. Ensure S137 payments are within limits	Low	Annual internal and external audit/financial regulations agreed. Budget monitoring. Bank signatures kept up to date.	Councillors and clerk	Security Marking by PSCO J Smith (min ref. 094/16 4 th para.) Monthly checking of accounts confirmed 046/19 Bank mandates failing 049/20 SODC to hold CIL payments decided 105/20
Breaches of regulations and law	1	1		Obtain advice from OALC Proper document control Transparency Code being Implemented by C. Chantry for website	Low	Ensure that councillors have adequate training and awareness of regulations, and abide by Code of Conduct and Standing orders. Ensure comments made at public meetings written into minutes are correct	Chairman	New councillors to attend training Courses listed min. ref. 010/17 Documents given to new PCs or when they are updated Model Standing orders updated 090/18 & 007/21 & 027/21 Cllr. FvM attended training 098/20 Death of Senior Figure protocols agreed 030/21
Libel and Slander	1	1	Adequate insurance	Little scope as parish council is non political	Low	Ensure interests declared	Chairman	New pc's to attend training Code of Conduct emailed 051/18 Email conduct report and rules 062/20

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Employers liability	2	1	Limit £10m	Always obtain owners permission when entering property on planning visits	Low	Councillors to inform clerk on reaching 75 (now 90) so that insurance company can be notified and liability extended	Chairman	WM 80 2017 – insurance informed. But change of policy to 90
<u>Sub-Contractors</u>	2	1	£5m	Offload risk to those employed ensuring they have adequate liability insurance. Service delivery does not conform to requirements	Low	Ensure all work has been inspected before payment released	Clerk/Chairman	Annual review of contracts New contractor Paul Wyatt and Henley Town Council 058/18 & 073/18