

BRYANSTON PARISH COUNCIL ASSET REGISTER 2021-2022


REF	DESCRIPTION	IDENTIFICATION	DATE ACQUIRED	PURCHASE VALUE	LOCATION	DISPOSAL
1	Seats x 2	-	-	£ 200.00	New Rd	one seat repaired 2020
2	Bus Shelter	-	-	£ -	The Cliff	Jul-11
3	Noticeboards x 2	-	2008/2018	£ 300.00	The Cliff	
4	Grit Bins x 4	-	2006	£ 500.00	The Cliff, Club, 2 Keepers Cottage	Feb-20
5	Laptop	NNB-BX0398	2007	£ 620.00	The Cliff	01/05/2018
6	Printer Epson	EPS-DX7400	2007	£ -	Clerk	01/05/2015
7	Monitor 17 inch	VIE-VG730	2007	£ -	Clerk	01/05/2015
8	Keyboard/ Mouse	MS-S82-000	2007	£ -	Clerk	01/05/2013
9	Computer Accessories	-	2007	£ -	Clerk	01/05/2013
10	Router	-	2007	£ -		
11	Grit Bin 400ltr		2011	£ 159.83	Bottom New Rd	
12	strimmer		2012			
13	Grit Bin 350ltr		2012	£ 132.48		
14	Conservation signs		2021	£ 150.00	Near Home Farm	Unrepairable removed 2014
Total cost of assets				£ 2,062.31		



Area	Risk	Management of Risk	Action Taken
Direct Costs & Overhead Expenses	Goods not supplied. Invoice incorrectly calculated or recorded. Cheque payable is excessive or to wrong party.	Follow up on all orders. Check invoices and perform bank reconciliations monthly. Signatory initials stub.	RFO & Internal Auditor to verify.
Grants & Support	No power to pay or no evidence of agreement of Council to pay.	Minute council agreement with the power to authorize payment.	Clerk/Member to verify.
Election Costs	Invoice at agreed rate	RFO check and consider budget.	RFO to verify.
Assets	Loss, damage, vandalism etc Risk or damage to Third Party	Annual inspection, update insurance and asset register. Review adequate Public Liability insurance.	RFO Diary. RFO Diary.
VAT	VAT Analysis. Claimed within time limits.	All items in cash book list VAT. Returns submitted.	RFO to verify.
Reserves-general	Adequacy	Consider at budget setting.	RFO opinion, 3 year plan.
Reserves-earmarked	Adequacy. Unidentified liability	Consider at budget and review of final accounts. Review minutes.	RFO opinion. RFO/Member opinion.
Legal Powers	Illegal activity or payment	Educate Council as to their legal powers.	Clerk.

Area	Risk	Management of Risk	Action Taken
Financial Records	Inadequate records	RFO/Clerk check regularly and internal audit review.	Clerk/RFO Diary.
Members Interests	Conflict of interest	Declarations of interest to be documented / minuted and any conflict addressed as appropriate.	Clerk.
Covid 19	Transmitting the virus Sickness Death Isolation	To following the guidelines given by Government and NHS, Meeting held virtually Keep information up to date on website for those who need help	Clerk

The risk management procedures, as documented above, were confirmed to be in practice by the Parish Clerk on...

 31/5/22

Bryanston Parish Council

Covid – 19 Risk Assessment

31/03/2021

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid -19 Coronavirus	Staff Visitors to your premises Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business	Hand Washing <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Gel sanitisers in any area where washing facilities not readily available Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using	Clerk to ensure all workstations and stationery are clean. Use self-adhesive envelopes.	Clerk	Daily	/

	<p>appropriate cleaning products and methods.</p> <p>Social Distancing</p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p>			
	<p>Conference/ virtual meetings to be used instead of face to face meetings.</p> <p><u>Wearing of Gloves</u></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>To arrange virtual meetings via Zoom instead of face to face meetings.</p>	Clerk	As and when meeting is required
	<p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the Clerk will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or</p>			/

		<p>precautions that should be taken. https://www.publichealth.hscni.net/</p> <p>Mental Health</p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hse.gov.uk/stress</p> <p>Play Area Not applicable</p>	<p>To talk to Chairman/Councillors if any support is needed.</p>	<p>Clerk</p>	<p>As needed</p>	<p>/</p>