

Rec. No.	Recommendation	Response
Review of Assessment and Management of Risk		
R1	The Council is required to maintain a Financial and Health & Safety Risk register, which is kept current and up-to-date at all times. The Council must ensure compliance with the Governance and Accountability Manual formally reviewing and re-adopting all risk registers at least once annually: the failure to do so in 2018-19 has necessitated a negative response at Item 5, Section 1 of the year's AGAR.	Completed - Business risk management register reviewed and adopted 11.11.2019 minute ref 19/74 i)
R2	Members should consider using a format similar to the example Risk Register supplied to the Clerk with this report.	Completed - as per R1, Business risk management register adopted 11.11.2019 minute ref 19/74 i)
R3	A Playground Management Policy should be developed by the Council, which identifies the legal requirements associated with running a playground; gives a statement balancing the Risks and Benefits of the playground; defines the Playground Inspection Methodology; inspection routines, the Council's approach to assessing the Level of Risk and establishes the Risk Rating; associated actions and a statement about how this feeds into the Council's overarching Health & Safety Risk assessment.	Completed - Playground Management Policy reviewed and adopted 11.11.2019 minute ref 19/74 ii)
R4	A person or persons should be identified to conduct playground and recreation area inspections on a regular basis. This person should attend a RoSPA Playground Inspector (RPI) certificated course or equivalent, which is certificated to national standards, with subsequent refresher courses, which are usually held every two years or so.	Meeting 08.07.2019 Cllr Booth agreed to carry out monthly inspections min ref 19/32 d) The insurers confirmed by email 03.09.2019 It is a requirement of the Inspire/Axa policy that any play equipment is checked at least once every 4 weeks by someone appointed by the Parish Council. It is recommended the checks are recorded in writing as this may assist the insurers in defending a claim should an incident arise. This is only intended to be a brief, visual check to spot obvious signs of breakages or vandalism to the equipment, to remove litter, glass etc. and to ensure surfaces and signs remain in good order. No specialist training is required.
R5	Members are reminded that playground and recreation area inspection forms and annual inspection reports must be kept for a minimum period of 21 years as the Statute of Limitations allows a person sustaining an injury in a playground to make a claim for compensation up to 21 years of age. (Records may be stored electronically).	Cllr Booth carrying out. Members reminded of this at meeting 11.11.2019, minute ref 19/74 iii)

Review of Budgetary Controls and Reserves

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| R6 | Members should ensure that when undertaking the Budget setting and Precept determination process that the provision of an appropriate level of General Reserve is kept in mind at all times. | Completed - Meeting 11.11.2019 minute ref 19/76 |
| R7 | Members should review the current level of the Council's existing EMRs to ensure that the respective funds are still required for the purposes which they were earmarked, and if not, the funds returned to the General Reserve. | Completed - Meeting 11.11.2019 minute ref 19/76 |

Asset Register

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| R8 | The updated asset register should be expanded to include, where known, the detail as set out in the body of the report, with the clerk or members examining the condition of each asset at least once annually updating the register accordingly. | Expanded & updated asset register reviewed and adopted 11.11.2019 minutes ref 19/74 vi)
Inspections completed 09.03.2020 |
| R9 | Consideration should be given to the development of a photographic register of assets to assist in the event of any insurance claim or police investigation becoming necessary. | Completed Oct 2018 |
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2019.10.21 updated by Clerk and emailed to members
2020.01.06 updated by Clerk and emailed to members
2020.03.10 updated by Clerk