

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL RISK SCHEDULE 2017/18

Item	Frequency	Last Reviewed	Comments / Actions
Parish Council Insurance:			
Public & Employers Liability	3 years	May 2016	Zurich Insurance – Policy No: YU-2720450693
Volunteers	3 years	May 2016	As above
Money & Fidelity Guarantee	3 years	May 2016	As above
Personal Accident	3 years	May 2016	As above
Buildings cover for:			
Parish owned property and assets such as:			
Bus Shelters	3 years	May 2016	As above
Gates a& Fences	3 years	May 2016	As above
Playground equipment	3 years	May 2016	As above
Notice boards	3 years	May 2016	As above
Other Assets	3 years	May 2016	As above
Check Village Hall insured by			
Village Hall Management Committee:			
Electrical Safety Certificate	Annual	Aug 2016	Aviva 24166446CHC
Gas Service/Safety	Annual	Jan 2017	P Hudson PAT. In 2017 full 5 year electrical circuit check
PV Solar Panels	Monthly	--	Clinton Lewis Heating
Fire Alarm	Annual	Oct 2016	No servicing requirement. Performance monitored monthly
Fire Extinguishers	Annual	Nov 2016	Herefordshire Fire Alarm Services
Sports pavilion: Insurance	Annual	Oct 2016	Herefordshire Fire Protection Services
Electrical Safety Certificate	Annual	Oct 2016	Ansvar 6109331
Gas Service/Safety	Annual	Jan 2017	P Hudson. PAT – Mains testing due 2018
Fire Extinguishers	Annual	Sept 2016	Clinton Lewis Heating
Security Alarm	Annual	Nov 2016	Herefordshire Fire Protection Services
Fire Alarm	Annual	Oct 2016	Security Alarm Services
Solar Panels	Annual	Jan 2017	P Hudson
		Nov 2016	Efficient Energy Centre
Inspections:			
Playground equipment by PC/PC Representative	Weekly	March 2017	Records handed in bi-monthly
Playground equipment by Chair of PC	Quarterly	March 2017	
Playground equipment by Gordon Playground Inspections	Annual	May 2016	
Playground equipment by Playdale	5-yearly	July 2016	See Note Below
Tree maintenance: Bartestree Cross Roads	Annually	Nov 2016	
Sports Field	Annually	Nov 2016	

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Members' Responsibilities:			
Code of Conduct (modified) adopted	Annual	May 2016	
Register and Changes of Declarable Interests to Hereford Council	On-going	May 2016	
Register of Interests completed & updated	On-going	On-going	
Declarations of Interests minuted	On-going	On-going	
Applications for dispensation for Councillors to discuss Precept	Annually	May 2016	
Applications for dispensations minuted	On-going	Nov 2013	

Note: At the Parish Council Meeting on 12 July 2016 (Item 8.4.3) it was resolved to dispense with the annual inspection as Playdale had pointed out some deficiencies when carrying out repairs. Parts replacement and part inspection carried out. Formal inspection deferred to 2018

The information given above was agreed at a meeting held on Tuesday 31 May 2017

Signed:
(Chairman)

Date: Tuesday 31 May 2017