

# Wisbech St Mary Parish Council

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Chairman – Councillor David Wheeler

## RISK ASSESSMENT POLICY

This Risk Assessment Policy was adopted by the council

At its meeting held on: Monday 13th February 2023 Under Minute Reference: 13 (c)

### KEY

	LOW RISK
	MEDIUM RISK
	HIGH RISK

# Wisbech St Mary Parish Council

Chairman – Councillor David Wheeler

## RISK REGISTER

REF	RISK DESCRIPTION	RISK LIKELIHOOD (L)	RISK IMPACT (I)	GROSS RISK (L x I)	RISK OWNER	MITIGATION	KEY CONTROLS	RESIDUAL RISK (L x I)	RISK INDICATORS
<b>ADMINISTRATION RISKS</b>									
A1	Backing up of data	2	2	4	Clerk	<ul style="list-style-type: none"> <li>Cloud System Backed up daily</li> <li>Memory stick of archived files With Chairman</li> </ul>	Back Ups	4 (2 x 2)	Computer Failure
A2	Emails	2	2	4	Clerk	<ul style="list-style-type: none"> <li>Personal Emails being phased out.</li> <li>New Councillor Specific Emails Introduced in October 2021</li> </ul>	Back Ups	4 (2 x 2)	System Failure
A3	Data Corruption	3	4	12	Clerk	Ensure that anti-virus, anti-spyware and a firewall software with automatic updates, together with a high level of security is used.	<ul style="list-style-type: none"> <li>Back Ups</li> <li>Regular Scans</li> <li>Annual Subscription To Bullguard</li> </ul>	8 (2 x 4)	<ul style="list-style-type: none"> <li>System Failure or</li> <li>Corrupted Material</li> </ul>
A4	Failure to comply with Laws, in particular Health & Safety, Equal Opportunities, GDPR, FOI, Human Rights, Disability and Employment Law	3	5	15	Clerk	Awareness and training.	<ul style="list-style-type: none"> <li>Policies/Procedures</li> <li>CAPALC/NALC Guidance</li> </ul>	8 (2 x 4)	<ul style="list-style-type: none"> <li>Failure notifications received</li> <li>Third Party makes Council aware of issue</li> </ul>
A5	Failure to comply with Software Licence Agreements	3	4	12	Clerk	<ul style="list-style-type: none"> <li>Key considerations in any IT matters</li> <li>Consultation with Tamar IT</li> </ul>	Compliance with agreements controlled by Clerk	8 (2 x 4)	<ul style="list-style-type: none"> <li>Failure notifications received</li> <li>Third Party makes Council aware of issue</li> </ul>
A6	Failure of IT Systems, Networks or Suppliers	3	5	15	Clerk	<ul style="list-style-type: none"> <li>Equipment Warranty</li> <li>Technical Assistance Available</li> </ul>	Financial Regulations	8 (2 x 4)	<ul style="list-style-type: none"> <li>System Failure or</li> <li>Error messages</li> </ul>
A7	Qualified Audit Returned	3	4	12	Clerk	<ul style="list-style-type: none"> <li>Considered by Council</li> <li>Action decided upon</li> </ul>	<ul style="list-style-type: none"> <li>Financial Regulations</li> <li>Standing Orders</li> </ul>	8 (2 x 4)	Queries from External Auditor

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<b>FINANCIAL RISKS</b>									
F1	Major Fraud or Corruption	3	4	12	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Full Council</li> </ul>	<ul style="list-style-type: none"> <li>• Invoice approval process for Members via OneDrive</li> <li>• Changes to banking details of suppliers are checked.</li> <li>• Payment processing is checked by 2 Members</li> <li>• Access to online banking restricted to Parish Clerk, and Authorised Signatories</li> <li>• Payments are subject to scrutiny by Full Council</li> <li>• Monthly banking reconciliation submitted for checking by Full Council</li> <li>• Forecast vs actual reports submitted for analysis by Full Council</li> <li>• Fidelity insurance in place</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Checks</li> <li>• Standing Orders</li> <li>• Financial Regulations</li> <li>• Internal/External audit regime</li> </ul>	8 (2 x 4)	<ul style="list-style-type: none"> <li>• Financial errors identified</li> <li>• Inability to meet financial obligations</li> <li>• Police/legal action implemented</li> </ul>
F2	Financial errors leading to unexpected losses or inability to achieve approved projects	3	5	15	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Full Council</li> </ul>	<ul style="list-style-type: none"> <li>• Training provided to Parish Clerk</li> <li>• Changes to banking details of suppliers are checked</li> <li>• Payment processing is checked by 2 Members</li> <li>• Cheques are signed by 2 authorised signatories</li> <li>• VAT reclaimed annually</li> <li>• Access to online banking restricted to Parish Clerk and Authorised Signatories</li> <li>• Sector specific accountancy software used</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Checks</li> <li>• Financial Regulations</li> <li>• Internal/External audit regime</li> </ul>	8 (2 x 4)	<ul style="list-style-type: none"> <li>• Financial errors identified</li> <li>• Inability to meet financial obligations</li> </ul>

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						<ul style="list-style-type: none"> <li>• Payments are subject to scrutiny by Full Council</li> <li>• Monthly banking reconciliation submitted for checking by Full Council</li> <li>• Forecast vs actual reports submitted for analysis by Full Council</li> </ul>			
F3	Lack of clarity to Financial Information provided to Councillors	3	4	12	Clerk	<ul style="list-style-type: none"> <li>• Sector specific accountancy software used</li> <li>• Open questioning of financial data supplied</li> <li>• Monthly income and expenditure transaction list provided to Council</li> <li>• Monthly bank reconciliation received by Council</li> </ul>	Scrutiny by Full Council	9 (3 x 3)	Queries from Councillors

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<b>FIRE RISKS</b>									
FR1	Fire at a clerk's home	2	5	10	Clerk	<ul style="list-style-type: none"> <li>• Electronic copy of minutes on website and cloud storage</li> <li>• Password to Scribe Accounts held with Chairman</li> <li>• Weekly backups onto cloud storage</li> <li>• Documents of significance kept in a fireproof filing cabinet or safe</li> </ul>	<ul style="list-style-type: none"> <li>• Automatic Back Ups</li> <li>• In the event of notify:                             <ol style="list-style-type: none"> <li>I. Insurance Company</li> <li>II. Barclays Bank</li> <li>III. Fenland District Council</li> </ol> </li> </ul>	10 (2 x 5)	Council unable to function
FR2	Fire damage to Parish Council records and equipment	2	5	10	Clerk	<ul style="list-style-type: none"> <li>• Adequate Insurance in place</li> <li>• Electronic copy of minutes on website and cloud storage</li> <li>• Password to Scribe Accounts held with Chairman</li> <li>• Weekly backups onto cloud storage</li> <li>• Documents of significance kept in a fireproof filing cabinet or safe</li> </ul>	<ul style="list-style-type: none"> <li>• Automatic Back Ups</li> <li>• In the event of notify:                             <ol style="list-style-type: none"> <li>I. Insurance Company</li> <li>II. Barclays Bank</li> <li>III. Fenland District Council</li> </ol> </li> </ul>	10 (2 x 5)	Council unable to function
FR3	Fire damage and/or the death of the Clerk	2	5	10	Full Council	<ul style="list-style-type: none"> <li>• Electronic copy of minutes on website and cloud storage</li> <li>• Password to Scribe Accounts held with Chairman</li> <li>• Weekly backups onto cloud storage</li> <li>• Documents of significance kept in a fireproof filing cabinet or safe</li> </ul>	<ul style="list-style-type: none"> <li>• HR Working Group</li> <li>• Chairman to convene an emergency meeting of the Council</li> <li>• Temporary Clerk appointed</li> <li>• In the event of notify:                             <ol style="list-style-type: none"> <li>I. Insurance Company</li> <li>II. Barclays Bank</li> <li>III. Fenland District Council</li> </ol> </li> </ul>	10 (2 x 5)	Council unable to function

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<b>PARTNERSHIP RISKS</b>									
P1	Delay by local authority or other statutory body in carrying out work pursuant to its legal obligations	3	5	15	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Full Council</li> </ul>	<ul style="list-style-type: none"> <li>• Consultations with different tiers of local government</li> <li>• Partnership approach</li> <li>• Communication with Cambridgeshire CC and Fenland DC members</li> <li>• Liaison meetings</li> </ul>	Regular reports to Council	8 (2 x 4)	<ul style="list-style-type: none"> <li>• Complaints from stakeholders</li> <li>• Complaint from Members of Public</li> </ul>
P2	Economic climate of other authorities' reduction in their services	3	4	12	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Full Council</li> </ul>	Budget	Full Council	12 (3 x 4)	Complaints from Members of Public
P3	Police Liaison - Priorities	3	3	9	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Full Council</li> </ul>	<ul style="list-style-type: none"> <li>• Police opinions on matters affecting Wisbech St Mary Parish</li> <li>• Police report to Full Council</li> <li>• Regular contact with the police</li> </ul>	Regular reports to Council following Police Forum	9 (3 x 3)	<ul style="list-style-type: none"> <li>• Increase in criminal activity</li> <li>• Increase in complaints</li> </ul>

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<b>STAFF RISKS</b>									
S1	Staff Employment	2	2	4	Clerk	<ul style="list-style-type: none"> <li>• Contracts of Employment</li> <li>• Pension Scheme Entitlement</li> <li>• Appraisal System in place</li> <li>• SLCC membership</li> <li>• Employers' liability Insurance</li> </ul>	HR Working Group	2 (1 x 2)	Recruitment and retention of staff
S2	Staff Holidays/Sickness	2	4	8	Clerk	Adequate cover of staff	HR Working Group	8 (2 x 4)	<ul style="list-style-type: none"> <li>• Office Closures</li> <li>• Queries/Complaints from Members of the Public</li> </ul>
S3	Failure to provide training/career development (Staff and Councillors)	2	4	8	Clerk	Clerk & Councillor training budget agreed annually at Precept setting meeting in December & January	<ul style="list-style-type: none"> <li>• Appraisal Process</li> <li>• Code of Conduct</li> <li>• Standing Orders</li> </ul>	6 (2 x 3)	<ul style="list-style-type: none"> <li>• Appraisal Process</li> <li>• Clerk Feedback</li> <li>• Complaint from Members of the Public</li> <li>• Councillor acts ultra vires</li> </ul>
S4	Excessive levels of stress or other work-related illnesses	2	4	8	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Chair-man</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk to have frequent sessions with the Chairman</li> <li>• Full use of leave allocation</li> <li>• Flexibility in working practices as far as practical</li> <li>• SLCC Support</li> </ul>	<ul style="list-style-type: none"> <li>• Appraisal Process</li> <li>• Seek advice from HR Consultants if necessary</li> </ul>	6 (2 x 3)	<ul style="list-style-type: none"> <li>• Staff absence</li> <li>• Staff Capacity</li> <li>• Incomplete or time delays to work</li> </ul>

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<b>PARISH ASSET RISKS</b>									
PA1	Recreational Fields (Maintained by playing field associations)	3	4	12	• Clerk • Full Council	• Tenancy Agreements Signed • RoSPA recommended for any play equipment • Adequate Public Liability Insurance cover	Inspection by Council annually	6 (2 x 3)	• Accident or injury reported • Complaints from Members of the Public
PA2	Other land (Tenancies)	3	3	9	• Clerk • Full Council	• Tenancy Agreements signed • RoSPA recommended for Murrow Pond • Adequate Public Liability Insurance cover	Inspection by Council annually	2 (1 x 2)	• Accident or injury reported • Complaints from Members of the Public
PA3	Village Signs	2	4	8	• Clerk • Full Council	• Structural Report every 5 years • Annual inspection by Chairman & Clerk • Monthly Inspections by Council Member • Adequate Public Liability Insurance cover	• Regular Inspections • Repairs as needed	3 (1 x 3)	• Structure falling • Complaints from Members of the Public
PA4	War Memorials	2	5	10	• Clerk • Full Council	• Structural Report every 5 years • Annual inspection by Chairman & Clerk • Monthly Inspections by Council Member • Adequate Public Liability Insurance cover	• Regular Inspections • Repairs as needed	6 (2 x 3)	• Structure Falling • Impalement or entrapment on railings • Complaints from Members of the Public
PA5	Bus Shelters	2	5	10	• Clerk • Full Council	• Structural Report every 5 years • Annual inspection by Chairman & Clerk • Monthly Inspections by Council Member • Adequate Public Liability Insurance cover	• Regular Inspections • Repairs as needed	6 (2 x 3)	• Structure falling • Complaints from Members of the Public



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PA6	Notice Boards	2	2	4	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Full Council</li> </ul>	<ul style="list-style-type: none"> <li>• Annual inspection by Chairman &amp; Clerk</li> <li>• Monthly Inspections by Council Member</li> <li>• Adequate Public Liability Insurance cover</li> </ul>	<ul style="list-style-type: none"> <li>• Regular Inspections</li> <li>• Repairs as needed</li> </ul>	2 (1 x 2)	<ul style="list-style-type: none"> <li>• Structure falling</li> <li>• Complaints from Members of the Public</li> </ul>
PA7	Public Seats	2	2	4	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Full Council</li> </ul>	<ul style="list-style-type: none"> <li>• Structural Report every 5 years</li> <li>• Annual inspection by Chairman &amp; Clerk</li> <li>• Monthly Inspections by Council Member</li> <li>• Adequate Public Liability Insurance cover</li> </ul>	<ul style="list-style-type: none"> <li>• New in 2021</li> <li>• Regular Inspections</li> <li>• Repairs as needed</li> </ul>	2 (1 x 2)	<ul style="list-style-type: none"> <li>• Personal Injury</li> <li>• Complaints from Members of the Public</li> </ul>
PA8	Railings	2	4	8	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Full Council</li> </ul>	<ul style="list-style-type: none"> <li>• Structural Report every 5 years</li> <li>• Annual inspection by Chairman &amp; Clerk</li> <li>• Monthly Inspections by Council Member</li> <li>• Adequate Public Liability Insurance cover</li> </ul>	<ul style="list-style-type: none"> <li>• Regular Inspections</li> <li>• Repairs as needed</li> </ul>	3 (1 x 3)	<ul style="list-style-type: none"> <li>• Personal Injuries</li> <li>• Damage to personal property</li> <li>• Complaints from Members of the Public</li> </ul>
PA9	Litter Bins	2	2	4	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Full Council</li> </ul>	<ul style="list-style-type: none"> <li>• Emptied by FDC</li> <li>• Annual inspection by Chairman &amp; Clerk</li> <li>• Monthly Inspections by Council Member</li> <li>• Adequate Public Liability Insurance cover</li> </ul>	<ul style="list-style-type: none"> <li>• Regular Inspections</li> <li>• Repairs or replacements as needed by FDC</li> </ul>	2 (1 x 2)	<ul style="list-style-type: none"> <li>• Contamination or Disease</li> <li>• Personal Injuries</li> <li>• Complaints from Members of the Public</li> </ul>
PA 10	Village Ponds	2	5	10	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Full Council</li> </ul>	<ul style="list-style-type: none"> <li>• Property Fenced Off</li> <li>• Annual inspection by Chairman &amp; Clerk</li> <li>• Monthly Inspections by Council Member</li> <li>• Adequate Public Liability Insurance cover</li> </ul>	<ul style="list-style-type: none"> <li>• Deep Water Signs</li> <li>• Regular Inspections</li> <li>• RoSPA Inspections</li> </ul>	5 (1 x 5)	<ul style="list-style-type: none"> <li>• Drowning</li> <li>• Falling Trees</li> <li>• Complaints from Members of the Public</li> </ul>
PA 11	Street Lights x 154	2	5	10	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Full Council</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance/Inspection carried out by WSMPC's contractors, faults, damage or safety concerns</li> </ul>	<ul style="list-style-type: none"> <li>• All changed to LED Completed in 2021</li> </ul>	5 (1 x 5)	<ul style="list-style-type: none"> <li>• Posts/Column falling</li> <li>• Lamp/Bracket falling</li> <li>• Electric Shock</li> </ul>

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						by parishioners reported to the Clerk <ul style="list-style-type: none"> <li>• Adequate Public Liability Insurance cover</li> </ul>	<ul style="list-style-type: none"> <li>• Replacement, repairs and inspections completed by Electrical Testing Ltd or Wisbech Electrical Ltd.</li> <li>• New enplates for fault reporting information</li> </ul>		<ul style="list-style-type: none"> <li>• Complaints from Members of the Public</li> </ul>
PA 12	Planters	2	4	8	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Full Council</li> </ul>	<ul style="list-style-type: none"> <li>• Annual inspection by Chairman &amp; Clerk</li> <li>• Monthly Inspections by Council Member</li> <li>• Adequate Public Liability Insurance cover</li> </ul>	<ul style="list-style-type: none"> <li>• Regular Inspections</li> <li>• Repairs as needed</li> </ul>	3 (1 x 3)	<ul style="list-style-type: none"> <li>• Personal Injuries</li> <li>• Complaints from Members of the Public</li> </ul>
PA 13	Grass Cutting	3	3	9	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Full Council</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate Public Liability Insurance cover</li> <li>• Contractors Health &amp; Safety Policy</li> <li>• Specifications of contract signed by contractor</li> </ul>	<ul style="list-style-type: none"> <li>• Regular Inspections</li> <li>• Contract reviewed annually</li> <li>• Contract re- tendered every 3 years (max)</li> </ul>	4 (2 x 2)	<ul style="list-style-type: none"> <li>• Personal Injuries</li> <li>• Damage to Property</li> <li>• Complaints from Members of the Public</li> </ul>
PA 14	Trees	3	4	12	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Full Council</li> </ul>	<ul style="list-style-type: none"> <li>• Yearly Tree Inspection by Parish Council</li> <li>• Report of priority actions produced</li> <li>• Tree works carried out by a professional arboriculturist</li> <li>• Provisions made in budget</li> <li>• Adequate Public Liability Insurance cover</li> </ul>	<ul style="list-style-type: none"> <li>• Necessary permissions obtained for TPO tree works</li> <li>• Insurance provision</li> </ul>	12 (3 x 4)	Queries/Complaints from Members of the Public
PA 15	MVAS	2	2	4	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Full Council</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate Public Liability Insurance cover</li> <li>• Risk Assessment. Method Statement from Supplier and CCC Highways</li> <li>• Training by Supplier</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteers trained and supplied with risk assessments and method statement.</li> <li>• Silver level service agreement.</li> </ul>	2 (1 x 2)	<ul style="list-style-type: none"> <li>• Personal Injuries</li> <li>• Structure falling</li> <li>• Complaints from Members of the Public</li> <li>• Volunteers</li> </ul>
PA 16	Defibrillators	3	5	15	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Full Council</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate Public Liability Insurance cover</li> <li>• Weekly checks by Guardians</li> </ul>	<ul style="list-style-type: none"> <li>• Regular Inspections</li> <li>• Repairs as needed</li> <li>• Master Schedule circulated to Guardians</li> </ul>	10 (2 x 5)	<ul style="list-style-type: none"> <li>• Lifesaving equipment being out of use when needed.</li> </ul>

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						<ul style="list-style-type: none"> <li>• Monthly inspections by Council Member</li> <li>• Annual inspection by Chairman &amp; Clerk</li> <li>• Added to 'The Circuit'</li> </ul>	<ul style="list-style-type: none"> <li>• Consultations with Supplier for battery and pads ordering before expiry</li> </ul>		<ul style="list-style-type: none"> <li>• Complaints from patients' family</li> </ul>
PA 17	Footpaths	3	3	9	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Full Council</li> </ul>	<ul style="list-style-type: none"> <li>• Annual inspection by Chairman &amp; Clerk</li> <li>• Monthly Inspections by Council Member</li> <li>• Adequate Public Liability Insurance cover</li> </ul>	<ul style="list-style-type: none"> <li>• Regular Inspections</li> <li>• Repairs as needed</li> <li>• Regular reports from and questions put to DC &amp; CCC Cllrs</li> </ul>	2 (1 x 2)	<ul style="list-style-type: none"> <li>• Queries/Complaints from Members of the Public</li> </ul>
PA 18	Gates & Fencing (Guyhirn)	2	4	9	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Full Council</li> </ul>	<ul style="list-style-type: none"> <li>• Annual inspection by Chairman &amp; Clerk</li> <li>• Monthly Inspections by Council Member</li> <li>• Adequate Public Liability Insurance cover</li> </ul>	<ul style="list-style-type: none"> <li>• Regular Inspections</li> <li>• Repairs as needed</li> </ul>	3 (1 x 3)	<ul style="list-style-type: none"> <li>• Personal Injuries</li> <li>• Damage to personal property</li> <li>• Complaints from Members of the Public</li> </ul>
PA 19	Signs	2	2	4	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Full Council</li> </ul>	<ul style="list-style-type: none"> <li>• Annual inspection by Chairman &amp; Clerk</li> <li>• Monthly Inspections by Council Member</li> <li>• Adequate Public Liability Insurance cover</li> </ul>	Repairs or replacement as needed	2 (1 x 2)	<ul style="list-style-type: none"> <li>• Drowning</li> <li>• Parking on grass</li> <li>• Complaints from members of the public</li> </ul>
PA 20	Tree Guards	2	4	8	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Full Council</li> </ul>	<ul style="list-style-type: none"> <li>• Annual inspection by Chairman &amp; Clerk</li> <li>• Monthly Inspections by Council Member</li> <li>• Adequate Public Liability Insurance cover</li> </ul>	<ul style="list-style-type: none"> <li>• Regular Inspections</li> <li>• Repairs as needed</li> </ul>	3 (1 x 3)	<ul style="list-style-type: none"> <li>• Personal Injuries</li> <li>• Damage to personal property</li> <li>• Complaints from Members of the Public</li> </ul>
PA 21	Flag Poles	2	2	4	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Full Council</li> </ul>	<ul style="list-style-type: none"> <li>• Annual inspection by Chairman &amp; Clerk</li> <li>• Monthly Inspections by Council Member</li> <li>• Adequate Public Liability Insurance cover</li> </ul>	<ul style="list-style-type: none"> <li>• Regular Inspections</li> <li>• Repairs or replacement as needed</li> </ul>	2 (1 x 2)	<ul style="list-style-type: none"> <li>• Personal Injuries</li> <li>• Damage to personal property</li> <li>• Complaints from Members of the Public</li> </ul>
PA 22	Life Buoys	3	5	15	<ul style="list-style-type: none"> <li>• Clerk</li> </ul>	<ul style="list-style-type: none"> <li>• Annual inspection by Chairman &amp; Clerk</li> </ul>	<ul style="list-style-type: none"> <li>• Regular Inspections</li> </ul>	10 (2 x 5)	<ul style="list-style-type: none"> <li>• Drowning</li> <li>• Vandalism to equipment</li> </ul>

# Wisbech St Mary Parish Council

## Chairman – Councillor David Wheeler

					<ul style="list-style-type: none"> <li>• Full Council</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Inspections by Council Member</li> <li>• Adequate Public Liability Insurance cover</li> </ul>	<ul style="list-style-type: none"> <li>• Repairs or replacement as needed</li> <li>• RoSPA Inspections</li> </ul>		<ul style="list-style-type: none"> <li>• Personal Injuries</li> <li>• Damage to personal property</li> <li>• Complaints from Members of the Public</li> </ul>
PA 23	Chairman's Medal	2	4	8	Chairman	<ul style="list-style-type: none"> <li>• Regular inspections by Chairman</li> <li>• Adequate Insurance Cover</li> </ul>	Repairs as needed	4 (1 x 4)	Councils' presence not being recognisable
PA 24	Office Equipment	3	5	15	Clerk	<ul style="list-style-type: none"> <li>• Regular inspections by Clerk</li> <li>• Adequate Insurance Cover</li> </ul>	Repair and replacement as needed	10 (2 x 5)	Clerk unable to carry out duties