

LURGASHALL PARISH COUNCIL 2026

FINANCE AND GENERAL PURPOSES COMMITTEE

Risk assessment by the Committee of the facilities and equipment in the Parish for which the Parish Council has some responsibility

AREAS OF RISK IDENTIFIED AND ASSESSED

A Playground

Nature of risk The main risk is of children injuring themselves whilst using the equipment provided in the Playground. Such injury may result from a child's action, from the nature of the playground equipment or from the nature of the Playground itself.

Level of risk Low

Measures already taken to mitigate risk

- a) Weekly check of the Playground by a member of the Council
- b) Annual safety inspection and five-yearly risk assessment evaluation by ROSPA with appropriate follow-up action by Council to rectify any identified problems.
- c) Sign at entrance to Playground
- d) Insurance cover

Further measures required None

Insurance cover Adequate

B Village Pond

Nature of risk The main danger is of very young children drowning

Level of risk Low

Measures already taken to mitigate risk

- a) Maintaining low-level barrier in the form of a hedge around the pond
- b) Guidance from Health and Safety Executive has been followed

Further measures required Nil

Insurance cover Adequate

C Waste Skip

Nature of risk The main risk is of personal injury to members of the public whilst items are being loaded on to the skip. Such injury may result from their own actions or from items already loaded on the skip, or being loaded on to it, falling on them.

Level of risk Low

Measures already taken to mitigate risk

- a) The Council observes the recommendations of the Mobile Skip contractor.
- b) The Council announces that overnight dumping of items at the site is not allowed
- c) Members of the public are warned against attempting to load any items containing hazardous waste

Further measures required None

Insurance cover Adequate

D Financial

Nature of risk The chief risk is that the Council employs inadequate internal controls, resulting in financial loss due to fraud or corruption.

Level of risk Low

Measures already taken to mitigate risk.

The Council has in place the following controls;

- 1 All payments approved by Council at full Council meeting.
- 2 All supporting invoices available for inspection.
- 3 All payments agreed by two Council members in accordance with Bank mandate.
- 4 Full Bank position presented to members at each Council meeting.
- 5 Actual expenditure in current year compared to budget at each Council meeting.
- 6 No cash transactions.
- 7 Member of Council appointed as Systems Auditor and carries out random checks four times a year in order to confirm that procedures are being correctly followed and that all financial information previously supplied to the Council is correct.
8. Insurance cover reviewed annually to ensure adequate.

E Lurgashall Cricket Pavilion

Nature of Risk

The Freehold of this property is held by the Parish Council. The Council granted a 99-year Lease to “Lurgashall Cricket Pavilion” on 1 March 1987. The terms of the Lease place full responsibility upon the Lessee for all repairs, decoration and adequate insurance cover. The risk to the Council is that the Lessee fails to comply with the terms of the Lease and the resulting financial responsibilities fall upon the Council.

Level of risk

Medium

Measures already taken to mitigate risk

Annual certification of insurance cover

Further measures required

One members of Council plus a proficient knowledgeable individual to be nominated to undertake a physical inspection of the property every two years to ensure it remains in good condition.

Insurance cover

Adequate

F Lurgashall Village Hall

Nature of Risk

The terms of the Lease dated 26 March 1979 (for a term of 28 years) between The Chichester Diocesan Fund and Board of Finance and the Parish Council, and a Supplemental Lease dated 23 July 2004 which extended the terms of the original Lease by a further 25 years from 25 March 2007 impose a full repairing and insuring liability upon the Council. These responsibilities in turn devolve upon a Committee of Management and the risk to the Council is that the Committee of Management fails to meet these terms.

Level of risk

Low

Measures already taken to mitigate risk

- a) Annual Accounts are provided by the Committee of management to the Council and are examined to ensure that they show a sound financial position.
- b) the property is used regularly by the Council, enabling the Council to ascertain its state of repair and decoration.

Further measures required

The Council should be provided annually with details of current insurance cover.

Insurance cover.

Adequate

G Other potential areas of risk considered

The Committee also considered:

- a) the Village Green
- b) street furniture
- c) the allotments
- d) matters associated with Council's Winter Management Plan
- e) Newsletter
- f) Phone-box including defibrillator
- g) Bus shelter
- h) Cricket Club
- i) Flagpole

but did not identify any specific risks arising from them that could reasonably be said to fall within the control of the Parish Council.