

**PHYSICAL ASSET****APPENDIX 8**

Key High , Medium , Low

Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Assets	Loss or Damage Risk/damage to third party(ies)/property	L	Annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Existing procedure adequate. Fundamental review of Assets completed in 2017/18 and is reviewed on an ongoing basis. All property assets were professionally revalued in June 2023 to ensure adequately insured and policy valuations adjusted accordingly.
Maintenance	Poor performance of assets or amenities  Loss of income or Performance  Risk to third parties	L  L  L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council.  All assets are insured and reviewed annually.  All public amenity land is inspected regularly.	Existing procedure adequate. Ensure inspections carried out.
Notice boards	Risk/damage/injury to third parties	L	Parish Council has a number of notice boards sited within the park and village.	Condition inspections are carried out. Existing procedure adequate. Notices were replaced within the park in 2021/22
Street furniture	Risk/damage/injury to third parties	L	The Parish Council is responsible for a number of streetlights (via PFI contract), dog bins, litter bins, bus shelters around the village and covered by insurance. Periodic condition inspections are undertaken, all reports of damage or faults are reported to Council and/or dealt with.	Existing procedure adequate

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Playing Fields – Adastra Park	Risk/damage/injury to third parties	L	There is a formal programme of inspections carried out, all reports of damage or faults are reviewed by the Clerk and appropriate action taken. Independent monthly play equipment inspections are undertaken which is supplemented by an annual condition survey undertaken by an independent accredited third party organisation. Appropriate insurance cover is obtained. A grounds man is responsible for ensuring the preparation of the playing fields in Adastra Park in conjunction with a contractor to ensure appropriate standards are maintained.	Existing procedure adequate.  In the absence of grounds person being in post for a period of time these tasks have been backfilled by the use of contractors.
Allotments	Risk/damage/injury to third parties	L	Documented arrangements in operation. Managed in partnership with Hassocks Allotment Association. Inspection regime in operation supported by a maintenance regime.	Existing arrangements adequate. Deposit scheme introduced 2022/23 whereby when allotment is returned in poor state deposit retained.
Burial Grounds	Risk/damage/injury to third parties	L	Documented arrangements in operation. Operated in conjunction with local undertaker(s)	Arrangements were independently reviewed 2017/18 to provide assurance on frameworks in operation. These continue to be kept under review to ensure best practice is followed.
Council records – paper	Loss through: theft fire damage	L/M	The Parish Council records are stored at the Parish offices. Records include historical correspondence, minute books	Document storage arrangements to be reviewed to ensure they meet the Councils standards.

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			and copies, leases for land or property, records such as personnel, insurance, salaries etc. Recent materials are in a (filing cabinet) and older more historical records in cupboards	Deeds/leases security to be reviewed to reduce the risk of damage from fire however copies are also held off-site by the Councils legal representatives
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	L/M	The Parish Council's electronic records are stored and backed up remotely via a third-party contractor.	Existing procedure adequate.