

## REPUTATION

Risk	Prob High Medium Low	Impact	Current Position	Action to be taken
Scandal - council brought into disrepute	L	M	Appropriate action by Chair/or Vice Chairman	None
Assets owned appearance	L	L	Regular actions/grass cutting/cleaning	None
Parish Councils may offend	L	M	Democratically taken decision	None
Don't hear of problems/criticism	L	L	Public Open Forum	None
A member of the Council causes offence to another	L	L	Chairman of meeting to deal. Apply Model Code	None

## FINANCE

Cash	L	L	No petty cash held	Clerk to issue receipts for all cash received. To be reconciled by Internal Auditor
Misappropriation by Clerk	L	H	Appropriate Insurance Cover and Finance Standing Orders procedures	None

### STATUTORY/LEGAL

Risk	Prob High Medium Low	Impact	Current Position	Action to be taken
Don't identify all statutory requirements	L	L	Follow Model Code & Standing Orders	None
Right level of Insurance	L	M	Adequate cover	Review annually
Not having a Health & Safety Policy	L	L	Not deemed necessary	Review annually
Contravening Disability Discrimination Act	L	L	None aware of	Review annually

### OPERATIONAL

Clerk retires leaves suddenly	L  L	M  M	Contract of employment in place - 6 months notice Computer backup Available/accessing filing system	New appointment A councillor to familiarise with systems
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## OWNERS/OCCUPIERS LIABILITY

Risk	Prob High Medium Low	Impact	Current Position	Action to be taken
<u>Property</u>				
Seats at Squeech Farm Cottage, Pound Corner, Village Hall, Rose Hill, Meeting Lane, Lyttleton Meadow, Village Green, Weir Pond Green, Chapel Green, Millennium Meadow, Chapel Green, Half Moon Green				
Bus Shelters at Village Green, Pound Corner, Basket Makers Corner				
Fido Bins at Post Mill Gardens, Chapel Road, Weir Pond Green, Meeting Lane (School entrance) , Stoney Road				
Waste Bins – Village Green, Basket Makers Corner & Pound Corner Bus Shelters				
Village Sign				
Bulls Eye Sign				
Sand Boxes at Ablitts Meadow, Chapel Road, Ipswich Road, Lower Road, Rose Hill, Meeting Lane.				
Notice Boards at Village Hall, Olde Forge Stores, Half Moon Green, Millennium Meadow				
	L	L	Regular inspection & appropriate insurance cover	Formal annual inspection to be arranged
<u>Managed Sites</u>				
Village Greens	L	L	Appropriate insurance cover Greens cut by contractor who is responsible for own insurance cover.	Review annually
Christmas Tree Lights	L	M	Appropriate insurance cover Circuit breaker installed	Review annually

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Millennium Meadow	M	M	Appropriate insurance cover which does not include chain saw or shredder use. Work carried out by volunteers including Greenways who have carried out their own risk assessments and have their own appropriate insurance cover	Review annually