

Freshford Parish Council

Annual Review of Risk Assessment – January 2019

The Parish Council's Risk Assessment is required to be reviewed and, if necessary, revised annually. This review has been undertaken by Councillors Underdown and Orme for consideration at the Parish Council meeting on 14th January 2019.

The revised draft Risk Assessment is supplied as a separate document. Much of what it contains is brought forward from earlier versions. Most of it is commonsense and straightforward and does not require detailed discussion by the PC.

The sections shown in red do require some consideration by the PC. Some of them have arisen following the recent rapid turnover of Clerks, though we hope we are now entering a period of stability.

In brief, discussion is needed on:

- A possible shortage of residents putting themselves forward as prospective councillors.
- Arrangements for a meeting place should the Hall become unusable during redevelopment works.
- Clarification that the PC's email account must contain copies of all PC email correspondence. If Clerk or Councillors use their own email accounts a copy must always be sent to the PC account.
- The need to keep the Neighbourhood Plan under regular review.
- Precautions against any repetition of events from the summer, when the PC was not able to access its bank account.
- Training requirements for Clerk and Chairman to produce the required financial reports and for all Councillors to be able to understand them.
- Preparation required for Clerk and Chairman to manage the Internal Audit, the External Audit and the Annual Return.

The sections shown in black in the Risk Register are, we believe, relatively uncontentious but still need to be understood and acted on by all Councillors.

Councillors may of course wish to raise other issues to be shown in the Risk Register.

When discussion has taken place and appropriate wording agreed the draft Risk Register will be amended and accepted as the PC's Risk Register for the current year.