

## NON-FINANCIAL RISK MANAGEMENT

Risk	Allotments
<b>Degree of risk</b>	Medium  <i>See Parish Estate – Safety Inspections Policy for rationale of risk assignment</i>
<b>Persons Involved</b>	The Clerk and Assistant Clerk  The St George’s Allotment Association reports issues to the Clerk or the PMWP  Individual plot holders report issues to the Clerks  The Wardens – carry out a fortnightly inspection.  Routine maintenance is carried out by the Wardens and contractors engaged for other work.
<b>Control Measures</b>	<ul style="list-style-type: none"> <li>• An inspection should be carried out at least annually by 1 Councillor from the Maintenance Committee. A member of the Allotment Association will be invited to attend the inspection. A report of the inspection will be recorded in a file.</li> <li>• The Parish Council is responsible for the site as a whole, and un-rented plots. Individual plot holders are responsible for their own plots and the PC checks that they have insurance.</li> <li>• Issues reported by the plot holders or Association are passed on via the Clerks to the Maintenance Committee to be recorded in those minutes and the jobs list.</li> <li>• Completed jobs are listed in the Maintenance Committee minutes and these are published on the Council website.</li> </ul>
<b>Reviewed by</b>	Maintenance Committee : 24 February 2022  Full Council : 28 February 2022
<b>Actions/comments</b>	<ul style="list-style-type: none"> <li>• Regular inspections are being carried out in conjunction with the Allotment Association to ensure plots are worked.</li> </ul>

---

--	--

**Document Approval:**



**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting: 28 February 2022**