

NON-FINANCIAL RISK MANAGEMENT

Risk	Allotments
Degree of risk	Medium <i>See Parish Estate – Safety Inspections Policy for rationale of risk assignment</i>
Persons Involved	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.
Control Measures	<ul style="list-style-type: none"> • There is an annual inspection carried out by 3 Councillors from the PMWP Maintenance Committee and recorded in a file. • 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. • Issues reported by the plot holders or Association are passed on via the Clerks to the PMWP Maintenance Committee to be recorded in those minutes and the jobs list. • Completed jobs are listed in the PMWP Maintenance Committee minutes and these are published on the Council website.
Reviewed by	The Parish Maintenance Committee Working Party
Date	26 March 2018 24 February 2022
Actions/comments	<ul style="list-style-type: none"> • Action is being taken to have vacant plots occupied. • <u>Regular inspections are being carried out in conjunction with the Allotment Association to ensure plots are worked.</u>

Commented [PC1]: This does not currently happen. Inspections are typically carried out quarterly by the Allotment Association and reported to the office. We then take action where necessary.

