

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	<p>The Clerk and Deputy Clerk <u>and Allotment Association Representative.</u></p> <p>The St George’s Allotment Association reports issues to the Clerk or the Maintenance Committee.</p> <p>Individual plot holders report issues to the Allotment Association or Office</p> <p>The Wardens – carry out a fortnightly inspection.</p> <p>Routine maintenance is carried out by the Wardens and contractors engaged for other work.</p>
Control Measures	<ul style="list-style-type: none"> • 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. • 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 Office to the Maintenance Committee to be recorded in those minutes and the jobs list. • <u>Completed jobs are listed in the Maintenance Committee minutes and these are published on the Council website.</u> • <u>Maintenance and ownership of any buildings on the site to be covered by separate lease agreement.</u>
Reviewed by	Maintenance Committee : 17 April 2025 <u>15 April 2026</u> Full Council : 28 April 2025 <u>22 April 2026</u>

Actions/comments	<ul style="list-style-type: none">• <u>Regular inspections are being carried out in conjunction with the Allotment Association to ensure plots are worked.</u>• <u>Councillor to be invited to complete annual check.</u>• <u>Lease agreement to be drawn up and agreed for any additional buildings added to sites.</u>
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Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~28 April 2025~~ 22 April 2026