

# THE LEE PARISH COUNCIL

## RISK ASSESSMENT & MANAGEMENT

Date: 10<sup>th</sup> July 2018

### Annex 1: Parish Council Allocation of Responsibilities – July 2018

Prepared by Cllrs Sully & Chinnery

Task	Lead	Lead Responsibility	Support responsibility	Records and reporting
PROW Footpaths, bridleways etc	Cllr Chinnery	Ensure actions are taken Liaise with BCC ROW team and Chiltern Society as required Support allocated tasks	Cllrs footpath allocation. Survey paths min 2 x per year. Liaise with land-owners as appropriate. Report defects on BCC website. Advise lead of actions	Lead to report to PC meeting and maintain records copied to clerk
BCC maintained roads including road surface, drainage, signs, verges and hedges	Cllr Little	Carry out a two-monthly drive through all roads accompanied by a support councillor. Liaise with BCC Highways as appropriate	All Cllrs to report any defects noticed on BCC website and advise lead	Lead to report to PC meeting
Newsletter	Clerk	Collate PC information and submit articles to Newsletter	All Cllrs to advise lead of any articles. Clerk to provide data e.g. planning Chairman to review	None
Playground equipment including fort	Cllr Morris / Clerk	Clerk to inspect at least fortnightly, reporting to lead Cllr and liaison with inspectors, contractors etc.  Lead Cllr to lead sub-group on fort replacement	All councillors to advise lead of any matters arising  Fort replacement Sub-group: Cllrs Morris, Perry, Sully, Chinnery, Clerk and members of the public	Lead and Clerk to report to PC meeting
Trees, hedges, grass, benches, fences and gates in allotments/playground area	Cllr Perry / Clerk	Clerk to inspect at least fortnightly, reporting to lead Cllr and liaison with contractors etc.	All Cllrs to advise lead of any matters arising	Lead and Clerk to report to PC meeting
Allotments	Cllr Weir / Clerk	Clerk to inspect at least fortnightly, reporting to lead Cllr and liaison with allotment holders Lead Cllr to advise clerk of any actions / letters required	All Cllrs to advise lead of any matters arising	Lead to report to PC meeting Clerk manages allotment rents.
Notice Boards, Jubilee Well, road side benches, basketball stand, war memorial, and telephone boxes.	Cllr Fowler / Clerk	Inspection. organising maintenance and repair	All Cllrs to advise lead of any matters arising	Lead to report to PC meeting Inspection records to clerk
Finance	Cllr Sully and sub-group	Chairman: to appoint sub group to support Clerk in preparing financial statements	Sub group – Chairman plus Cllrs Chinnery, Fowler and Perry with Clerk	Sub group. to report to PC meeting. Clerk to maintain records
HS2	Cllr Sully and sub group	Chairman and sub-group to advise PC on issues and actions; liaise with CRAG etc.	Sub group – Chairman plus Cllrs Chinnery, Fowler, Morris	Lead to maintain records

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Management of volunteer Task Force	Cllrs Chinnery & Sully	Manage health and safety, risk assessment, Induct and register volunteers	Cllrs to brief action and location issues to volunteers on work required and monitor, record and update lead	Lead to provide and maintain records to Clerk
Planning	Cllr Sully / Clerk	Clerk to allocate responsible councillor. Chairman to approve response	Allocated Cllrs to review, visit, and propose response as appropriate All councillors to comment	Clerk to maintain records
Devolution	Cllr Sully and sub-group	Sub-group	Sub-group: Chairman plus Cllr Chinnery.	Sub group to report to PC meeting Clerk to maintain records
LAF meetings	Cllr Little	Lead to attend meetings	None	Lead to report to PC meeting
Local Public Transport	Cllr Fowler	Lead to attend relevant meetings. Keep up with local provision etc	None	Lead to report to PC meeting
Superfast Broadband - programme	Cllr Morris	Lead to liaise with CC, Openreach, CDC et al	None	Lead to report to PC meeting
BALC	Cllr Sully & Clerk	Liaise with BALC and attend meetings as appropriate	None	Leads to report to PC meeting
The Lee Parish Council website	Cllr Sully and Cllr Fowler	Updates based on information provided by the Clerk eg minutes, accounts, etc. and others	Clerk: advise Lead Cllrs of relevant information	Leads to report to PC meeting