

Edenbridge Town Council Risk Assessment - Level 1 - Governance				Risk Assessment (Original 2015) current review Jul			Monitoring			Residual			Edenbridge Town Council Risk Assessment		Governance - Sheet 2				Target			
Risk No	Hazard	Risk	Severity	Likelihood	Total	Existing Controls	Date	Owner	Signature	Severity	Likelihood	Total	Linked Ref No.	Risk No	Hazzard/Risk	Future Actions Identified & what has been done to improve	Date	Owner	Completed	Signature		
						Annual Report																
						Recording of gifts																
						Videoin of council meetings																
						Review of byelaws																
						Review of vision and fundamental principles																
						Processing corresponence																
						Timely responses to consultations																
						Trained Clerk																
						Recording of minutes																
														27.07.22	Summary of actions	Investigating CCTV						
																to review appropriate staffing levels						
																consider council meetings video facilities						
																new councillor trainer (May elections)						
																3-day First Aid at Work training planned for 6 staff						
																Community Assets - CCTV being considered						
																Duty of Care - no action - good procedures, use HR compnay, Personnel Committee, training						
																1st Aider training (9 have 1 day cert. Planned 6 x 3day at work training)						