

Freckleton Parish Council

**Minutes of the Meeting held on Monday 5th November 2007
Risk Assessment Review.**

Present: Councillors C Robb and P Quinn.

Apologies: Councillors St J Greenhough, T Fiddler and T Threlfall.

1. Declaration of Interest

There were no declarations of interest

2. Review of the Risk Assessment.

The following amendments were recommended to the assessment made in October 2005:-

a) Assets

Adequate back-up procedures should be introduced for the data stored on the computer. It was suggested that an external hard drive and back-up software should be purchased in order that the data can be backed up on a daily basis and stored in separate fireproof area.

Anti-virus software should be kept up to date.

Electrical tests should be carried out on all Council owned buildings and the appropriate certificates issued, on a regular basis.

All electrical equipment owned by the Council (e.g. projector, PC etc) should be tested and labelled.

b) Finance

Loss of cash through dishonesty

The procedures for collecting monies at the AWS area needs to be reviewed.

Comply with Customs and Excise regulations

It should be recorded that a VAT audit was carried out by Custom and Excise, in December 2006 and no adverse comments were made.

c) Liability

Legal liability as a consequence of Asset ownership

It should be noted that Fylde Borough Council are now under contract to maintain the play equipment on the Memorial park.

The Clerk agreed to update the Risk assessment document and this would be presented to Council for approval in December 2007.

There being no further business the Chairman closed the meeting.

Signed..... Mrs M Dowling, Chairman.....

Date.....3rd December 2007.....