Hockliffe Parish Council

"Serving the local community"

Actions to support scores of 4 or more from the Risk Register – 14th March 2022

Role performed inadequately (4)

Clerk has now been in post for just over two years with no formal review – Chair to arrange annual review of employment.

Website/Facebook – Adherence to Council Requirements (4)

Formal review required – this will be an agenda item before the summer recess in August.

Loss of paper records through theft, fire etc (4)

Last 20 years of legal retention paperwork (such as Minutes) are currently stored at the Clerks Home. They are ready to be archived – now COVID restrictions have been lifted they can be archived. Clerk to arrange this within the next 3 months.