

Action Plan Aylesford Parish Council

2024

Ref	Division	Area	Risk	Requirement	Control	Likelihood of occurrence	Impact on Council	Score	Action to be taken	Action by	Action by date	On agenda	Actioned	Notes
6	Allotments	Environmental	Build up of non compostable rubbish	To maintain high standards of cleanliness and minimise risk	Enforce controls in tenancy agreement. Ensure that the waste are contained with the tenancy agreement. Make arrangements for removal if the enforcement process proves to be unsuccessful. Consider provision of skip facility	Medium	Medium	3	Send regular correspondence to all allotment holders reminding them to keep their plots tidy	Administrator	01.02.25	14.05.24	On going	
9	Allotments	Environmental	Untidy Plots	To ensure that the site is maintained to the required/acceptable standard	Define responsibility. Carry out periodical site visits. Enforce requirements of tenancy agreement. Notify allotment holder in writing of problem and serve notice if the standard of cultivation is not to an acceptable standard. Liaise where appropriate with allotment society	Medium	Medium	3	Send regular correspondence to all allotment holders regarding clearance of waster from site	Administrator	01.02.25	14.05.24	On going	
50	Cemeteries / Churchyards	Physical	Headstone / kerbstone safety survey	To minimise risk of injury	Ensure that a comprehensive survey is completed. Arrange for completion of any necessary work. Ensure that facility users are aware of danger. Arrange for regular inspections to ensure that standards are maintained. Maintain appropriate records. Ensure adequate insurance cover is in place. Topple testing need to be done by trained personnel	Medium	Medium	3	Carry out inspection of all memorials using the new tablet that links directly to the councils system. The tablets can also take photos	Maintenance Supervisor	01.02.25	14.05.24	On going	
93	Employment of Staff	Professional	Loss of key staff	To avoid problems arising from loss of key personnel	Ensure procedures for key functions documented. Procedural manuals and necessary training are provided to ensure that all key tasks can be carried out in the event of sudden loss of key member of staff.	LOW	Medium	2	To develop some sort of handbook of everything the Clerk does	Clerk	01.02.25	14.05.24	On going	

Signed by Chairperson - Allan Sullivan

Signed by Responsible Finance Officer - Melanie Randall