

Risk Area	Risk Owner	FERM Ref / Date updated	Actions Outstanding / Completed ¹	Status
Playing Field and Drainage - compliance with Health and Safety requirements - availability of amenity - risk to Substation / electricity supply - flooding of Melton Road - reputational risk due to inconvenience to users	Recreation	17.81.01 06/02/18	<p>Recreation Committee, at its meeting on 15 November received and considered 3 prices for the work and agreed to place the contract with William Morfoot Ltd.</p> <p>Discussions have taken place with Morfoot's MD and work will commence as soon as ground conditions optimal.</p> <p>Background notes</p> <p>In drawing up specifications for drainage works based on the Fen Group report it has become clear that the recommendations contained in the report were either flawed or could be improved upon. Obtaining information on underground services has proved difficult. The cost of the works is likely to be over £10k because of unsafe ground conditions (an additional risk to the contractor) although adequate funding can still be accessed via the s106 Sport Pot & Play Pot held by Suffolk Coastal DC.</p> <p>Meanwhile Recreation Committee has decided (24/6/15) that access to the field if at all possible should be via Jenners Close and the Clerk will need to liaise with the owners accordingly to see if this is possible.</p> <p>Recreation Committee also decided on 24/6/15 that spoil should be levelled off at the base of the woodland to save unnecessary lorry movements and costs.</p>	VERY HIGH

¹ Completed actions will be deleted in the next report

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Website - Replace on grounds of both functionality / age	FERM	17.79.01 02/01/18	<p>FERM Committee agreed that, whilst the <i>Suffolk Cloud</i> website format will require a degree of customisation to make it work for Melton, it makes sense to stick with it. A meeting took place with <i>Suffolk Cloud</i> on 22 November, which was attended by Cllr Gradwell as well as the Clerk. The Clerk also attended an introductory training session on the software on Friday 24 November.</p> <p><i>Suffolk Cloud</i> has another 2 days or equivalent capacity to carry out further improvements to the website without extra payment. Additionally they are being asked whether they can undertake some work in the MPC office and also whether they can provide a web management service. Capacity of a local resource is also being explored.</p>	HIGH
Project / work overload	FERM / Full Council	17.81.01 02/01/18	<p>Concern that having too many projects open at the same time may lead to failure. Need to monitor workload and be realistic about what it is possible to achieve.</p>	MEDIUM
Electronic banking	FERM	6.40.01 02/01/18	<p>Cllr Gradwell to be added to list of authorised signatories. Electronic banking to be instigated as resources allow.</p>	MEDIUM

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Use of drones on Playing Field	Recreation	17.81.01 02/01/18	Risk of drones being flown on playing field and injuring people needs to be considered and whether warning notices / rules for their use on Council land to be developed. Recreation Committee on 6 September 2017 decided that a notice should be displayed informing drone users that they must observe the CAA Code for Drone Users if flying them on MPC land. Notice in place. In the longer term a new notice will be displayed setting out all the rules for the use of the playing Field and Burkes Wood.	MEDIUM
Managing risks associated with the appointment of the Village Handyperson	Recreation	17.81.01 02/01/18	Training in risk management to be put in place for Village Handyperson.	MEDIUM

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Clerk to have specific qualifications for MPC to be eligible to adopt the power of general competence	MPC	15.42 12/05/15	FERM Committee to keep in view	LOW
Play equipment	Recreation	17.39.01 08/08/17	Annual Play Equipment inspection on 18 July 2017 identified only low or very low risks, resulting in a LOW rating overall. Where feasible remedial works are being undertaken by the Handyperson.	LOW
Pond in Burkes Wood	Recreation	17.81.01 02/01/18	Concern raised by member of public that area around the pond and bench being used by young people for drinking. To be monitored by Parish Handyperson.	LOW