



# Hoveton Parish Council

Heart of the Norfolk Broads

General Risk Assessment	Likelihood	Risk Rating Consequences	Comments	Action Required	Action Completed
Financial Matters	N/A	N/A	See Separate Financial Risk Assessment	N/A	N/A
Insufficient Council Members	Low	High	Hoveton Parish Council currently has 9 (out of a possible 12 members) and continues to pursue the co-option of further Councillors by personal contact and advertisement. The Council is aware that elections are due on the 7 <sup>th</sup> May 2015 and in order to continue as Councillors they must seek re-election in the required way prior to that date.	None	N/A
Insufficient expertise within Hoveton Parish Council members	Medium	Medium	Hoveton Parish Council has a variety of Members comprising well established experienced members public service employees, people in business in the locality and a legally qualified clerk/RFO.	Consider training programme for 2015	N/A
Inappropriate or Fraudulent conduct by members	Low	Medium	All members have signed all appropriate undertakings upon joining the Council including observance of the Code of Conduct and made appropriate disclosure of financial interests in writing to the District Council.	None	N/A
General Administration of Hoveton Parish Council not being carried out	Low	Low	The Council have appointed a Clerk/RFO for the administration of the Council's business who is line managed by the Chair of Hoveton Parish Council	None	N/A



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Signed: C. Gardner

Clive Gardner  
Clerk Hoveton Parish Council

Reviewed 5<sup>th</sup> January 2015