**Risk Assessment**

In the event of the Clerk and RFO being unable to attend a meeting Mr Colin Chapman Clerk to Wendron Parish Council will stand in.

The Councils work is backed up by discs at the Clerk's home. Most of the Council Minutes are kept at the County Records Office, Truro which also has a copy of the Tithe Map.

Council's legal documents are kept in the Council owned filing cabinet at the Clerks' home.

The Council owns 7 seats located at Glebe Close, Langweath Estate and the Recreation Field and 3 notice boards located at Mawgan Shop, Rose-in-the-Bush and Garras School. The Council has resolved not to insure the notice boards or seats for material damage. The Council owns 3 bus shelters located at Glebe Close, the roundabout and Culdrose main gate. These are listed on the Parish Council insurance.

The Council has public liability insurance of £12m; the Clerk & RFO is indemnified for £250,000.00. Members are insured on Council business and for slander or libel. If a Member is approached by a resident to discuss any matter then that Member must contact the Clerk or if not available the Chairman before taking action in order that the call is logged and agreed as Council business.

The Council's accounts are monitored quarterly by Mr Colin Chapman and yearly by the internal auditor and comply with the Council's financial regulations.

The Members have signed the Code of Conduct.

Standing Orders are adopted at the annual meeting held in May.

The Council's community bank account is held at Barclays Bank, Helston. Cheques are signed by 2 out of 3 nominated members.

Adopted May 2019