



**Grants**

0

**Financial**

Failure to ensure grant is spent on approved items

The application form includes details on how the grant will be spent. This allows members to consider if any items are not suitable for grant funding e.g. ongoing revenue costs such as salaries. The Council has agreed a overall Vision and Key Objectives, and the grants application form is being reviewed in light of this, to ensure that any applications (and subsequent grants) are in line with these objectives. For example, green initiatives. Added to the Action Plan.

Members have the ability to award a lesser grant than applied for if there is insufficient budget or the full grant applied for is not deemed commensurate with benefit.

The Community Services and Events Officer obtains evidence of spend from each grant recipient and maintains a record of this. This record is available at any time for inspection by Council Members, Audit etc.

**Medium** 4  
**Medium**

*Some progress has been made on updating the grants criteria during 2020-21 but no changes have yet been made to the application form. A revised form reflecting the Council's priorities to be produced and approved by CSC Committee.*

*Community Services and Events Officer*

01/08/2021



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**Guildhall Complex**

0	Security of equipment	CCTV system upgraded to cover reception area of Abbey Hall and outside the building. Inventory of items to be agreed with The Abbey Cinema ==> add to Action Plan.	<b>Medium</b> <b>Medium</b>	4	Inventory of operational equipment to be agreed with The Abbey Cinema.	Properties Officer	01/07/2021	<input type="checkbox"/>
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Physical

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**Open spaces**

0	Absence of agreements with users, permits etc	Agreements are in place with St Edmunds Football Club who use Boxhill Recreation Ground, and Saxton Rovers Football Club who use Caldecott Recreation Ground but are holding over and require renewal. Discussions are ongoing in relation to future arrangements at Caldecott Recreation Ground.	<b>Medium</b> <b>Medium</b>	4	Agree licences in relation to Boxhill and Caldecott Recreation Grounds.	Town Clerk / Properties Officer	01/10/2021	<input type="checkbox"/>
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Administration/  
Legal

**Provision of Office Accommodation**

350

Office Furniture

**Physical**

PAT testing undertaken every year. Council has budget in place to deal with maintenance issues. Any matters beyond the scope of the budget are reported to Finance & General Purposes Committee for approval to repair / replace. Staff report faulty equipment so that it can be repaired or replaced. Inspection of furniture and fittings has previously been on an ad hoc basis, this is to be formalised into an annual inspection.

**Medium** 4  
**Medium**

Carry out the first Annual Review of furniture, fixtures and fittings. This work did not take place due to COVID pandemic.

Properties Officer

01/09/2021

Submitted to council: \_\_\_\_\_

No of issues listed 5

Minute reference: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by chairperson - The Mayor, Cllr Charlie Birks \_\_\_\_\_

Signed by responsible Finance officer - Susan Whipp RFO \_\_\_\_\_

How to complete (individual risk section):  
 1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.  
 2. Action by person - the name or names of the persons taking the relevant actions.  
 3. Action by date - the proposed date that this action should be completed by.  
 4. Action completed - that the proposed action has been taken (ticked) (not recorded on LCRS .