

4 Record Keeping						
Hazards	Who is at risk and how?	Probability before precautions H/M/L	Existing Precautions	Probability after precautions H/M/L	Possible additional or changed precautions	Frequency of Inspection
<b>a Minutes</b>						
Haphazard	Council/minutes are the only legal record	Low	All minutes pages consecutively numbered: each councillor has a copy each meeting: minute book provided at each meeting: stored in secure cabinet	Negligible	Save monthly on memory stick	Each meeting
Loss	Council/minutes are the only legal record	Low	Book produced each meeting and could be reproduced from councillor copies	Negligible	Save monthly on memory stick	
Inaccurate	Council/minutes are the only legal record	Low	Amended and confirmed by all councillors at the following meeting	Negligible	Save monthly on memory stick	
<b>b Financial Regulations</b>						
Out-of-Date	Council	Low	Membership of HALC to advise on such matters	Negligible		
			Direct contact from External Auditors			
<b>c Standing Orders</b>						
Out-of-date	<b>Janet - please check - does the Council have any Sos?</b>					
<b>d Computer Records</b>						
Computer crash	Council/clerk	Medium	Back-up at least monthly onto memory stick	Negligible		
Fire	Council/clerk	Low	Memory stick in filing cabinet	Negligible	Consider a second memory stick	
Not transferable	Council/clerk	Low	Reputable programmes used	Negligible		