WEST HORSLEY

West Horsley Parish Council

Risk Assessment for: **Villages Unite Event, 2020**

Date & location of event: **Tuesday, 25th February from 7.30pm to 9.30pm with set up at 7.00pm to be held in The Barn, The Barley Mow, 181 The Street, West Horsley, KT24 6HR**

Description & Purpose: **This is the first of its kind. It is designed to bring together Parish Councillors and their Clerks for a networking evening so that we may get to know each other better, share experiences in dealing with significant matters that effect all PCs, have the opportunity to discuss a current, topical theme (suggested as health & well-being for which a speaker has been identified) and consider the concept of "pay-it-forward". The event will be in a relaxed atmosphere with refreshments and by invitation only. A guest speaker will be invited to address the topical item for discussion.**

Description of risk	How this risk is being managed	Any further action required before the event?
Insufficient take-up to make the event viable.	An invitation will be sent to the Parish Councils involved in December 2019 and a reminder in January 2020. This will include details, the purpose and intended outcomes of the event.	Informal contact by Councillors to their counterparts were known to encourage participation.
Bad weather may prevent & / or considerably reduce attendance.	The Communities Group, who are organising the event, will take note of the forecasts and make a decision as to whether to cancel the event giving adequate notice. Notification will be via email through the Clerks.	Monitoring of weather forecasts & local road conditions.
Public perception may regard this as a social event at taxpayers expense.	Clear purpose, expectation and outcome will be in the WHPC's consideration of holding the event. Refreshments will be of modest kind sufficient to encourage attendance and facilitate a less formal session.	The hire of the Barn will be negotiated to a favourable rate, drinks will be limited to welcome and any further refreshment will be at the individuals own expense.
The event does not achieve its aims & objectives and is deemed unsuccessful.	Careful planning by the Communities Group will be done in advance. The person opening, facilitating & closing the event will be well-briefed. The guest speaker will be briefed. Every effort will be made to make the occasion an enjoyable , useful & purposeful one.	The invitation & reminder will be clear of details and expectations.