

PARISH COUNCIL RISK ASSESSMENT 2019/

Item	Frequency	Last Review Date
Insurances:		
Public & Employees Liability	Annual	31/03/19
Parish owned property:-	Annual	31/03/19
Seats and benches	Annual	31/03/19
Notice Boards	Annual	31/03/19
Other inspections:		
Inspection of Playground Equipment by ROSPA	Annual	30/05/19
Playground inspection by Parish Councillor	Monthly	By Cllr Blount
Cemetery maintained as per contract	Annual	Ongoing
Sports Pavilion Legionella Testing	Annual	01/05/19
Financial Matters:		
VAT return submitted	Annual	01/08/19
Clerks Salary reviewed and documented	Annual	01/02/20
Budget approved	Annual	01/01/20
Precept submitted	Annual	
Budget monitoring	Monthly	
Payment approval procedure reviewed	Monthly	
Bank reconciliation reported to Council	Bi annual	31/03/19
Review effectiveness of Internal Audit	Annual	
External Audit	Annual	
Internal Audit	Annual	
Financial Regulations reviewed	Annual	30/11/19
Asset Register updated	Bi-Annual	
Back up computer records	Daily	
GDPR	Annual	
Employees responsibilities:		
Contract of employment reviewed	Annual	31/01/20
Members Responsibilities:		
Code of Conduct adopted	One off	
Register of interests completed	Annual	01/05/20
Register of Gifts/Hospitality maintained	On going	
Declaration of interest - minuted at each meeting, if any.	On going	

|The information given above was agreed at the Parish Council meeting on Monday 13th May 2

1/20

Comments/Action
Completed monthly
Inspection completed annually
Inspection completed annually
Reported at each monthly meeting
Reported at each monthly meeting
No Changes
New Clerk appointed February 2020
Cllrs are reminded at APCM
No changes
No changes

