

PARISH COUNCIL RISK ASSESSMENT 2019/20

Item	Frequency	Last Review Date	Comments/Action
Insurances:			
Public & Employees Liability	Annual	01/05/19	
Parish Owned Property	Annual	11/06/19	
Seats and Benches	Annual	01/04/19	
Notice Boards	Annual	01/04/19	
Other inspections:			
Inspection of Playground Equipment by ROSPA	Annual	30/05/19	Completed 16th May 2019
Playground inspection by Parish Councillor	Monthly	By Cllr Blount	Completed monthly
Cemetery maintained as per contract	Annual	Ongoing	Inspection completed annually
Sports Pavilion:			
Fire Extinguishers Inspection	Annual		
Sports Pavilion Legionella Testing	Quarterly	29/01/20	Inspection Completed Quarterly
Financial Matters:			
VAT return submitted	Annual	01/08/19	
Clerks Salary reviewed and documented	Annual	01/02/20	New clerk appointed 11th February 2020
Budget approved	Annual	01/01/20	
Precept submitted	Annual	07/01/20	7th January 2020
Budget monitoring	Monthly	Monthly	Reported at each monthly meeting
Payment approval procedure reviewed	Monthly	Monthly	Reported at each monthly meeting
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	31/03/19	Updated 1st April 2019
Back up computer records	Daily	n/a	Daily

GDPR	Annual	n/a	
Employees Responsibilities:			
Contract of employment reviewed	Annual	31/01/20	New Clerk appointed 11th February 2020
Members Responsibilities:			
Code of Conduct adopted	One off		
Register of interests completed	Annual	01/05/20	Cllrs are reminded at APCM
Register of Gifts/Hospitality maintained	On going		No changes
Declaration of interest - minuted at each meeting, if any.	On going		No changes

The information given above was agreed at the Parish Council meeting on Monday 13th May 2019.