

Wymeswold Parish Council Risk Assessment 2022-2023

Item	Frequency	Last Review Date	Comments/Action
<p><u>Insurances:</u> Public and Employees Liability Seats and Benches Notice Boards</p>	Annually Ongoing Annually	08/07/2022 Ongoing 28/03/2023	For renewal 07/07/2023 Councillors check regularly whilst walking around the village To be revarnished in March 2023
<p><u>Other Inspections and Risk Assessments:</u> Inspection of Playground Equipment by ROSPA Washdyke and Sports Field Risk Assessment by Parish Councillor Cemetery Risk Assessment by Parish Councillor</p>	Annually Monthly Quarterly	22/06/2022 March 2023 March 2023	Repairs made where required - ROSPA Inspection scheduled for May 2023 Repairs made where required - Sports Field boundary fence to be replaced in April 2023 Repairs made where required
<p><u>Sports Pavilion:</u> Fire Alarm Service Emergency Lighting Service Fire Extinguisher Inspection Electrical Installation Condition Report Legionella Testing Sports Pavilion Risk Assessment by Parish Councillor PAT testing</p>	Biannually Annually Annually 3 yearly Quarterly Quarterly Annually	23/06/2022 & 09/12/2022 23/06/2022 06/09/2022 22/09/2022 23/02/2023 March 2023 Due April 2023	Batteries replaced - June 2023 Emergency Lighting replaced All in good condition. All in good condition. Next due on 22/09/2025 Risk assessment completed. Toilets flushed and taps run weekly by Councillors Repairs made where required - redecorated March 2023 To be brought in line with PAT testing in the Memorial Hall
<p><u>Financial Matters:</u> VAT return submitted Clerks Salary reviewed and documented Budget approved Precept submitted Budget monitoring Banking arrangements reviewed Payment approval procedure reviewed Bank reconciliation reported to the Council Internal Audit Review the effectiveness of the Internal Audit External Audit Financial Regulations reviewed Asset Register updated Back up computer records GDPR Website - Secure Hosting</p>	Biannually Annually Annually Annually Monthly Annually Annually Annually Annually Annually Annually Annually Annually Annually Realtime Annually Annually	November 2022 November 2022 January 2023 January 2023 Ongoing March 2023 March 2023 03/04/2023 13/06/2022 04/07/2022 September 2022 March 2023 03/04/2023 Ongoing 13/09/2022 01/12/2022	Next due April 2023 Next due April 2023 following appraisal Reviewed monthly with quarterly reports to the Council Reviewed following end of financial year accounts on 31st March 2023 Due following end of financial year 2022-2023 Reviewed actions needed from Internal Audit Recommendations. Next due 2023 Reviewed actions needed from External Audit Recommendations. Next due 2023 Reviewed following MUGA sides installation in March 2023 All Council documents are saved to Microsoft OneDrive/ PC backed up by Norton 360 Anti-Virus software continuously ICO Registration renewed. Renewal date 12/09/2022
<p><u>Employees Responsibilities:</u> Contract of employment reviewed</p>	As required	May 2022	To be reviewed in April 2023 following appraisal
<p><u>Members Responsibilities:</u> Code of Conduct reviewed Register of Interests reviewed Register of Gifts/Hospitality maintained Declaration of Interest minuted at each meeting (if any)</p>	Annually Annually Ongoing Monthly	May 2023 May 2023 Ongoing Minuted Monthly	New Code of Conduct adopted by the Full Council on 05/09/2022. Will be reviewed following the May elections. Register of Interests were completed on 05/09/2022. Will be reviewed following the May elections. Will be updated if required

The information given above was approved at the Wymeswold Parish Council meeting on 3rd April 2023