

PARISH COUNCIL RISK ASSESSMENT 2020/21

Item	Frequency	Last Review Date	Comments/Action
Insurances:			
Public & Employees Liability	Annual	04/05/21	
Parish Owned Property	Annual	04/05/21	
Seats and Benches	Annual	Ongoing	Cllrs check regularly whilst out and about in the village.
Notice Boards	Annual	01/04/21	Lock replaced 2021
Other inspections:			
Inspection of Playground Equipment by ROSPA	Annual	30/06/20	Completed June 2020
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	30/06/20	
Sports Pavilion Legionella Testing	Quarterly	10/05/21	Inspection Completed Quarterly
Financial Matters:			
VAT return submitted	Annual	30/04/21	
Clerks Salary reviewed and documented	Annual	31/03/21	Salary increase and hrs increased in Jan 21
Budget approved	Annual	31/12/20	
Precept submitted	Annual	07/01/21	7th January 2021
Budget monitoring	Monthly	Monthly	Ongoing and reported at each monthly meeting
Payment approval procedure reviewed	Monthly	Monthly	Ongoing and reported at each monthly meeting
Bank reconciliation reported to Council	Monthly	31/03/21	Online banking allows us to check daily. Reported to Vice Chair
Review effectiveness of Internal Audit	Annual	31/07/20	
External Audit	Annual	30/09/20	
Internal Audit	Annual	30/09/20	
Financial Regulations reviewed	Annual	31/01/21	
Asset Register updated	Bi-Annual	31/03/21	Updated 1st April 2021
Back up computer records	Daily	n/a	Daily
GDPR	Annual	n/a	Ongoing

Employees Responsibilities:			
Contract of employment reviewed	Annual	31/01/21	Clerks hrs increased and salary reviewed Jan 21
Members Responsibilities:			
Code of Conduct adopted	One off		
Register of interests completed	Annual	05/05/21	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 Tuesday 4th May 2021.