

**Wymeswold Parish Council Risk Assessment 2024-2025**

Item	Frequency	Last Review Date	Comments/Action
<b><u>Insurances:</u></b> Public and Employees Liability Seats and Benches Notice Boards	Annually Ongoing Annually	08/07/2024 Ongoing March 2025	For renewal 07/07/2025 Councillors check regularly whilst walking around the village New Noticeboard installed December 2024
<b><u>Other Inspections and Risk Assessments:</u></b> Inspection of Playground Equipment by RoSPA Play Safety Washdyke and Sports Field Risk Assessment by Parish Councillor Cemetery Risk Assessment by Parish Councillor	Annually Monthly Quarterly	04/06/2024 March 2025 March 2025	Repairs made where required - ROSPA Annual Inspection scheduled for May/June 2025 Repairs made where required - Playground Equipment repainted/MUGA bolts replaced September 2024 Repairs made where required
<b><u>Sports Pavilion:</u></b> Fire Alarm Service Emergency Lighting Service Fire Extinguisher Inspection Electrical Installation Condition Report Legionella Testing Sports Pavilion Risk Assessment by Parish Councillor PAT testing	Biannually Annually Annually 3 yearly Monthly Quarterly Annually	05/09/2024 & 27/03/2025 05/09/2024 23/09/2024 22/09/2022 March 2025 March 2025 13/11/2024	Batteries replaced - June 2022 Sounder bases replaced March 2025 Emergency Lighting repaired in 2022 All in good condition. New Carbon Dioxide Extinguisher supplied - 2024. All in good condition. Next due on 22/09/2025 Risk assessment completed. Monthly testing by GES (Leicester) Ltd. Toilets flushed and taps run weekly by Councillors. Repairs made where required - redecorated March 2023 Brought in line with Annual PAT testing in the Memorial Hall
<b><u>Financial Matters:</u></b> VAT return submitted Clerks Salary reviewed and documented Budget approved Precept submitted Budget monitoring Banking Practices 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	Biannually Annually Annually Annually Monthly Annually Annually Monthly Annually Annually Annually Annually Annually Annually Annually Realtime Annually Annually	October 2024 April 2024 January 2025 January 2025 Ongoing March 2025 March 2025 07/04/2024 15/04/2024 06/05/2025 August 2025 March 2025 April 2024 Ongoing 13/08/2024 December 2024	Next due April 2025 Next due April 2025 following appraisal To be reviewed January 2026 To be reviewed January 2026 Reviewed monthly with quarterly reports to the Council To be reviewed March 2026 To be reviewed March 2026 To be reviewed following end of financial year accounts on 31st March 2025 Due following end of financial year 2024-2025 Reviewed actions needed from Internal Audit Recommendations. Next due 2025 Reviewed actions needed from External Audit Recommendations. Next due 2025 To be reviewed July 2025 Reviewed following MUGA sides installation in March 2023. Addition of VASs in 2023. Next review due April 2025. All Council documents are saved to Microsoft OneDrive/ PC backed up by Norton 360 Anti-Virus software continuously ICO Registration renewed. Renewal date 12/08/2025
<b><u>Employees Responsibilities:</u></b> Contract of employment reviewed	As required	April 2023	To be reviewed as necessary
<b><u>Members Responsibilities:</u></b> Code of Conduct reviewed Register of Interests reviewed Register of Gifts/Hospitality maintained Declaration of Interest minuted at each meeting (if any)	Annually Annually Ongoing Monthly	May 2023 Ongoing Ongoing Minuted Monthly	New Code of Conduct adopted by the Full Council on 05/09/2022. Will be reviewed in July 2026. Register of Interests were completed following elections in May 2023. Will be updated if required

The information given above was approved at the Wymeswold Parish Council meeting on 3rd March 2025.  
Next Review date will be March 2026.