

Wellow Parish Council
RISK ASSESSMENT SCHEDULE March 2020

Item	Frequency	Last Reviewed	Action & Date/Notes
Parish Council Insurance			
Public & Employers Liability	Annual	May 2019	Obtain 3 quotes May 2022
Money & Fidelity Guarantee	Annual	May 2019	Check at insurance renewal May 2022
Personal Accident	None		
Buildings Cover for Parish Owned Property/community assets	Annual	May 2019	Review May 2022
Gas Safety Check /Fire/Electrical	Annual		Village Hall Committee
Playground equipment			
External inspection	6-monthly	June 2019	Appoint inspector for April 2020
Internal inspection	Weekly		Review arrangements March 2020
Other Inspections/Maintenance			
Tree Maintenance	Annual		May 2020
Elections			
		Next PC election 2023	
Financial Matters			
Banking Arrangements	Annual	May 2018	electronic banking set up January 2020
VAT return completed/submitted	6-monthly	July 2018	March 2020
Additional audit fee	Annual	2019/20 none	
Budget agreed	Annual	December 2019	April 2020

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Budget monitored, reported	Quarterly	December 2019	April 2020
Precept requested	Annual	December 2019	January 2020
Payments approval procedure	Annual	March 2018	March 2020 (Financial Regulations reviewed)
Bank Reconciliations overseen by Cllrs	Quarterly	July 2018	March 2020 (Financial Regulations reviewed)
Clerk's Salary reviewed & documented	Annual	September 2019	October 2019
Use of Home as Office Allowance	Annual	September 2019	April 2020
Chairman's Allowance	None		
Internal Audit	Annual	April 2019	Appoint new auditor April 2020
External Audit	Annual	July 2019	Little John
Financial Regulations	Ongoing		Review March 2020
Internal check of financial records	Annual	April 2018	March 2020
Record Keeping			
Minutes accurate, consecutively numbered	Ongoing	As agreed each meeting	
Asset Register available/updated	Ongoing		Review March 2020
Financial Regulations available/updated	Ongoing		
Standing Orders available/updated	Ongoing	July 2018	Approved May 2020
Backup taken of computer records	Ongoing		Daily back-up to external hard drive
Archived computer records	Monthly		i-cloud
Employees & Contractors			
Contracts of employment	Annual	January 2018	March 2020
Contractors' Indemnity Insurance	Ongoing		
Written arrangements with contractors	Ongoing		
Members' Responsibilities			
New Code of Conduct adopted	Ongoing	July 2015	Review May 2020
Register of Interests completed & updated	Ongoing	May 2015	Review May 2020
Register of Gifts/Hospitality	Ongoing	May 2015	
Declarations of interests minuted	Ongoing	Each meeting	

This schedule agreed (Minute 12.2.20 e)

Signed:

Date:

Chair

Clerk