

CHADESLEY CORBETT PARISH COUNCIL				
RISK ASSESSMENT REVIEW - APRIL 2014-MARCH 2015				
Item	Frequency	Review Date	Comments	Action
Insurances				
Public and Employers Liability	Annual	June 2015	June 2015	
Money & Fidelity Guarantee	Annual	June 2015	June 2015	
Personal Accident	Annual	June 2015	June 2015	
War Memorial	Annual	June 2015	Inspection 2015/16	
Notice Boards	Annual	June 2015	To be renovated June 2015	
Seats and Benches	Annual	June 2015	2 seats to be replaced. Inspection of others June 2015	
Bus Shelters (Briar Hill)	Annual	June 2015	Review June 2015	
Bus Shelter (Harvington)	Annual	June 2015	Preservative 2014. Review June 2016	
Laptop (2)	Annual	June 2015	Not insured due to cost	
Projector	Annual	June 2015	Not insured due to cost	
Petrol Strimmer	Annual	June 2015	Inspection June 2015	
Wheeled Strimmer	Annual	June 2015	Inspection June 2015	
Shed in Burial Ground	Annual	June 2015	Preservative June 2015	
Community Orchard	Annual	June 2015	Fencing and notice boards installed 2015. Review June 2016	
Benches	5 years	June 2015	No maintenance required. Clean every 12 months	
Repairs/Maintenance				
Urban Grass Cutting Contract	Annual	February 2016	Renewed in April 2015	
Tree/Hedge Cutting Allotments	As required	Autumn 2015	Strimmed every year	
Grass Cutting Burial Ground	As required	February 2016	Two weekly cut around centre - contract with Oakleaf.	
Safety Inspection on Monuments	Annual	June 2015	Some monuments fixed 2014. Review 2016	
Inspection of War Memorial	Annual	June 2015	Cleaned in 2010. Inspection 2015/16	
Lengthsman Scheme	Annual	April 2016	Renewed Contract April 2015	
Maintenance	As required	April 2016	Contract renewed April 2015	
Financial Matters				
Banking Arrangements	Every 3 years	Ongoing	Investment in Scottish Widows - low interest rate	
Insurance Providers	Every 3 years	May 2020	Reviewed in 2014 and changed to Zurich Insurance	
VAT Returns	Annual	April 2016	Annually - submitted April 2015	
Budget next financial year	Annual	November 2015	Completed December 2014	
Precept	Annual	January 2015	Completed December 2014	
Payment Approval Receipts	Monthly	On-going	At each Parish Council Meeting	
Quarterly review against budget	Quarterly	Quarterly	at Parish Council meetings	
Bank Reconciliations	Quarterly	Monthly	Reviewed by two Cllrs each month	
Clerks Remuneration	Annual	November 2015	Reviewed December 2014 - Clerk's hours increased by 2 hours per week	
Internal Audit	Annual	May 2015	D Malley appointed 2015	
External Audit	Annual	June 2015	New Auditors appointed by Audit Commission for 5 years	
Review of Burial Charges	Annual	Sept 2015	Reviewed in September 2014	
Financial Regulations	On-going	As required	Adopted in May 2014. Amended on 13 April 2015.	
Records				
Minutes	On-going	Monthly		
Standing Orders	On-going	As required	To be reviewed as per recommendations from NALC	
Freedom of Information Act	5-yearly	As required	Standards accepted by the Review Board	
Computer Back-ups	As required	Monthly	CD Back-ups taken and CD's stored off site. External back up drive	
Complaints Procedure	Yearly	As required	Adopted 2013	
Burial Records	2-yearly	As required	Electronic Register Prepared. Manual burial register copied on disk.	
Members Responsibilities				
Adoption of Code of Conduct	On appointment	As required	All Cllrs adopted Code of Conduct 2012	
Register of Members Interests	On appointment	Ongoing	Review May 2015	
Register of gifts/hospitality	On-going	Ongoing	Review May 2015	
Annual Report				
Newsletter	As Required	January 2016	As required	
Annual Parish Meeting	Annually	May 2015	May 2015	
Neighbourhood Plan				
Final Plan	2014-2026	2019	Adopted by Parish Council 2014. Review every 5 years	
Action Plan	Under preparation	Issued	To be completed 2015	
Equipment				
Notice Boards	Annual	On-going	Renovation 2015	
Benches	Annual	June 2015	Inspection June 2015 2 to be replaced	
Bus Shelters	Annual	June 2015	Inspection June 2015	
Laptop (2)	Annual	June 2015	Replace one laptop 2015	
Projector	Annual	June 2015	Inspection June 2015	
Printer	Annual	June 2015	Inspection June 2015	
Petrol Strimmer	Annual	June 2015	Service to be arranged	
Wheeled Strimmer	Annual	June 2015	Serviced in August 2013 - to only be used by competent trained operator, wearing suitable protective clothing and over 18 years of age	
Shed in Burial Ground	Annual	June 2015	Preservative 2015	
Land				
Burial ground Extension	Annual	December 2015	Awaiting completion of building works on site	