

## Wigginton & Hopwas Parish Council - Risk Assessment Schedule

Item	Frequency	Last reviewed	Comments / Actions
<b>Insurance</b>			
Including:			
Combined Policy including property, public & employers liability	Annual	01/06/2020	AXA Pen - 3 year long term agreement from 01/06/20 - still to renew each year via Came & Co
Play Inspection Company via LDC Inspection of the Playgrounds	Annual	10/09/2019	Hopwas Playing Field & Comberford Millennium Green (Inspection delayed to early Oct due to Covid)
<b>Financial Matters:</b>			
Banking Arrangements	Annual	05/09/2020	Part of reviewing Financial Procedures (WVH & CMG reviewed at AGM)
VAT return completed and submitted	Annual	11/06/2020	Aug 19 - May 2020
Contingency fund for:			
by-elections	Ad hoc	Jan-20	Totsl contingency budget £5,000
major repairs	Annual	Jan-20	Total contingency budget £5,000
Budget agreed, monitored & reported	Annual	09/01/2020	Budget set in January with Quarterly monitoring reviews
Precept requested	Annual	12/01/2020	Part of budgeting set in January
Payments approval procedure	Monthly	05/09/2020	Part of Financial Procedures, last reviewed this date.
Bank Reconciliations overseen by Councillors	Monthly	05/09/2020	
Clerks salary reviewed & documented	Annual	05/09/2020	Cost of Living Rise - appraisal to be scheduled
Internal Audit	Bi-Annual	27/05/2020	Internal audit report for 2019/20 approved 04/06/20 - Mid-Year Review to schedule in October
External Audit	Annual	05/06/2020	AGAR 2019/20 Certificate of Exemption sent
Internal check of financial records	Ongoing	n/a	Accounts updated monthly/ongoing, payment schedule monthly, accounts / bank reconcile monthly, budget monitoring quarterly, budget setting January
<b>Record Keeping:</b>			
Minutes properly numbered etc	On-going	07/05/2020	Numbering restarts against each financial year, First PC meeting of 2020/21 was 07/05/20, minute 20/1.
Asset Register available/updated	On-going	24/04/2020	Submitted with AGAR for 2019/20
Financial Regulations available/updated	On-going	05/09/2020	
Standing Orders available/updated	On-going	02/07/2020	
Backups taken of computer records	On-going	n/a	Files stored on One Drive (Cloud Based)
<b>Employees &amp; Contractors:</b>			
Contracts of employment	Annual	n/a	Offer letter, job description and contract terms following NALC model given on appointment
HR policies in place and reviewed	On-going	n/a	
Contingency if clerk was long term absent	On-going	In place	Business Interruption insurance, SPCA member - interim agency clerk
Contractors' indemnity insurance	On-going	In place	Requested, as relevant.
Written arrangements with contractors	On-going	In place	Requested, as relevant.
<b>Members' Responsibilities:</b>			
Code of Conduct adopted	Once	unknown	Code of Conduct training 17/09/20 - Clerk to re-draft based on new model code from NALC
Register of Interests completed & updated	On-going	n/a	All members submitted declaration of interests form after election / co-option and are asked to keep the forms updated
Register of Gift/Hospitality	On-going	n/a	All members are encouraged /asked to register gifts / hospitality
Declarations of interests minuted	On-going	In place	Declarations of interests are included on every agenda and minuted as and when declared.

The Information given above was agreed at the Parish Council meeting on 1st October 2020 as being a correct record.

Signed:	Date:
Chairman	
Signed:	Date:
Clerk	