

## Womersley Parish Council Risk Schedule February 2021

Item	Frequency	Last Reviewed	Comments/ Actions
<b>Parish Council Insurance, including:</b>	Annual		Zurich Insurance Policy YLL-2720853183
Public liability Memorial Ground			As above
Public and Employers' Liability	Annual		May 2021
Money and Fidelity Guarantee	Annual		
Personal Accident	Annual		
War Memorial	Annual		
Buildings Cover for Parish Owned Property/Community Assets	Annual	N/A	No village hall
Buildings/Equipment	Annual	N/A	
Gas/Fire/Electrical Safety Check	Annual	N/A	
Streetlight safety checks			Repairs to lighting ongoing. Columns replaced as budgets allow.
Streetlight Metered Electrical Supply			Parish streetlights supply taken over by NYCC July 2019
Inspection of Playground Equipment by Qualified Inspector	Annual		RoSPA report September 2020
<b>Other Inspections/Maintenance:</b>			
Tree Maintenance – Memorial Grounds	Annually and as Required		By March 2021
Inspection of Playground Equipment by Parish Council/MC	Weekly (members)		Carried out by Councillor and reported in Minutes
<b>Financial Matters:</b>			
Banking Arrangements	Annual		Signature review Nov 20
Insurance Providers	Annual		5 year contract
VAT Return	Half yearly		31 <sup>st</sup> December 20

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Completed/Submitted			
Additional Audit Fee	Annual		Annual budget
Annual Salary Review	Annual		June 2020
Bye-elections	Annual		Due 2023
Budget Agreed, Monitored and Reported	Monthly		Monthly
Precept Requested	Annual		Jan 2021
Payments Approval Procedure	Monthly		Monthly
Bank Reconciliations Overseen By Councillors	Monthly		Monthly
Clerk's Salary Reviewed and Documented	Annual		June
Use of Home as Office Allowance	Annual		Increased June 20
Chairman/Members Allowance Reviewed and Agreed	Annual		n/a
Internal Audit	Annual		
External Audit	Annual		
Internal Check of Financial Records	Annual		May 20
<b>Record Keeping:</b>			
Minutes Properly Numbered etc	On-going		
Asset Register Available/Updated	On-going		Jan 2021
Financial Regulations Available/Updated	On-going		May 2021
Standing Orders Available/Updated	On-going		May 2021
Back-up Taken of Computer Records	Monthly		Jan 21
Archived Computer Records	Monthly		Jan 21
<b>Employees and Contractors:</b>			
Contracts of Employment	Annual		
Contractors' Indemnity Insurance	On-going		
Written Arrangements with Contractors	On-going		
<b>Members' Responsibilities:</b>			

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Code of Conduct Adopted	On-going		
Register of Interests Completed and Updated	On-going		
Register of Gifts/Hospitality	On-going		