

Sheepy Parish Council  
Risk Assessment 2021/2022 (Approved Parish Council Meeting 1<sup>st</sup> March 2022)

Item	Review Date	Frequency	Comments/Actions
<b>Parish Council Insurance</b>			
Public & Employers Liability	June	Annual	Checked & paid June 2021
Cover for Parish Property	June	Annual	Paid May 2021
Check Village Hall Insured by Management Committee	June	Annual	Sibson, December 2021, Sheepy March 2021 (this was not paid for by Parish Council as hall received external grant)
Check Playing Field Committee have Pub Liability Insurance	June	Annual	Paid by Parish Council April 2021
<b>Churchyard</b>			
Check Headstones	April, Sept	Half Yearly	Checked by Cllr each quarter – no work to be done
Check Safety of trees	April, Sept	Half Yearly	Checked by Cllr each quarter – no work to be done
Check safety of Bus Shelter, noticeboards, village signs and benches and vehicle activated sign	March	Annual	Bus shelter (cleansed), noticeboards, village signs, benches checked by Cllr annually. Vehicle activated sign checked monthly when moved. These are now on annual programme
<b>Financial Matters</b>			
Banking Arrangements	April	Annual	Bank statement checked monthly
Insurance Providers	April	Annual	Renewed June 2021
VAT return	April	Annual	Completed Jan 2022
Budget agreed, monitored & reported	June, Sept, Dec	4 times year	Agreed at January 2021 meeting and reviewed quarterly

Precept requested	December	Annual	Requested January 2021 for 2021/2022
Financial Regulations checked	April	Annual	Reviewed by PC approved March 2022
Bank Rec's seen by Councillors	June, Sept, Dec, Mar	Quarterly	Circulated with agenda each quarter
Clerks' salary reviewed & documented	December	Annual	Reviewed in 2021
Internal Audit	April	Annual	Completed June 2021
External Audit	May	Annual	Completed August 2021
Internal check of financial records	April	Annual	Completed June 2021
Review Direct Debits and Standing Orders	March	Annual	Reviewed March 2021 meeting and included on monthly information
<b>Record Keeping</b>			
Minutes properly numbered		On going	Ongoing
Asset register available/updated		Ongoing	March 2022 valuation of assets
Financial Regs available/updated		On going	Available and reviewed
Standing orders available/updated		Ongoing	Available and reviewed
Back up taken of computer records		Monthly	Monthly (2 Copies taken)
Archive records		Ongoing	Stored Sheepy Memorial Hall by Local History Society
Contractor's insurance checked		On going	Checked
Written agreement with contractors		Ongoing	In place til 2022
New Code of Conduct accepted	April 2020	Once	In place
Register of Interest Completed		Ongoing	Ongoing
Register of gifts/hospitality		Ongoing	Ongoing
Declaration of interest minutes		On going	Checked at each meeting
Transparency Code	April 2021	On going	On going