

Sheepy Parish Council
Risk Assessment 2025/2026)

Item	Review Date	Frequency	Comments/Actions
Parish Council Insurance			
Public & Employers Liability	June	Annual	Checked & paid June 2025
Cover for Parish Property	June	Annual	Paid June 2025
Check Village Hall Insured by Management Committee	June	Annual	Sibson, December 2025, Sheepy March 2025(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 January 2026
Churchyard			
Check Headstones	April, Sept	Half Yearly	Checked by Clerk each quarter – no work to be done – wall needs work carrying out
Check Safety of trees	April, Sept	Half Yearly	Checked by Clerk each quarter – no work to be done, roots CANNOT be cut
Check safety of Bus Shelter, noticeboards, village & interpretation signs and benches and vehicle activated sign	March	Annual	Bus shelter (cleansed), noticeboards, village signs (being replaced), benches checked by Clerk quarterly (staining needs to be arranged). Vehicle activated sign checked when data downloaded
Financial Matters			
Banking Arrangements	July 2025	Annual	Bank statement checked monthly
Insurance Providers	June	Annual	Renewed June 2025
VAT return	April	Annual	Completed Feb 2025

Budget agreed, monitored & reported	Monthly	Monthly	Agreed at January 2026 meeting and reviewed monthly
Precept requested	December	Annual	Requested January 2026 for 2026/2027
Financial Regulations checked	April	Annual	Reviewed by PC approved April 2026
Bank Rec's seen by Councillors	Monthly	Monthly	Circulated with agenda
Clerks' salary reviewed & documented	December	Annual	
Internal Audit	April	Annual	Completed May 2025
External Audit	May	Annual	Completed September 2025
Internal check of financial records	April	Annual	Completed April 2025
Review Direct Debits and Standing Orders	March	Annual	Reviewed January 2025 meeting and included on monthly information
Record Keeping			
Minutes properly numbered		On going	Ongoing
Asset register available/updated		Ongoing	March 2026 valuation of assets
Financial Regs available/updated	April 2026	Yearly	Available and reviewed
Standing orders available/updated	April 2026	Yearly	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 (being handed over to SPC 1/4/2026)
Contractor's insurance checked		On going	Checked
Written agreement with contractors		Ongoing	In place till 2028
Register of Interest Completed		Ongoing	Ongoing
Register of gifts/hospitality		Ongoing	Ongoing
Declaration of interest minutes		On going	Checked at each meeting
Policies and Documents	2026/2027	Bi annually	Timetable for 2026 2027 produced