

NEWNHAM PARISH COUNCIL RISK SCHEDULE

Item	Frequency
Parish Council Insurance	Annual
Including: Public & Employers Liability	Annual
Fidelity Guarantee	Annual
Personal Accident	Annual
War Memorial	
Parish owned property/community assets	Annual
Inspection of Playground Equipment By qualified inspector	Annual
By Parish Council representative	Weekly
Inspection of Churchyard by Parish Council representative	Weekly
Inspection of Cemetery by Parish Council representative	Weekly
Financial Matters:	
Banking Arrangements	Annual
Insurance Providers	Annual
VAT return completed/submitted	Annual
Budget agreed, monitored, reported	Quarterly
Precept requested, minuted	Annual
Payments approval procedure	Annual
Bank reconciliations overseen by Cllrs	Monthly
Clerk's salary reviewed, documented	Annual
Use of Home as Office Allowance	Annual
Chairman's allowance reviewed & agreed	Annual
Members' allowance reviewed & agreed	Annual
Internal Audit	Annual
External Audit	Annual
Internal check of financial records	Annual
Are Cemetery charges adequate	Annual

Record Keeping	
Minutes properly numbered etc	On-going
Asset Register available/updated	On-going
Financial Regulations available/updated	On-going
Standing Orders available/updated	On-going
Backups taken of computer records	Weekly
Members' Responsibilities	
New Code of Conduct adopted	On-going
Register of Interests completed/updated	On-going
Declarations of Interests minuted	On-going
Risk Assessment Policy/Schedule reviewed	Annual
Equal Opportunities reviewed	Annual

Reviewed March 2019