

Risk Assesment		PENSAX PARISH COUNCIL	
	Frequency	Last review	COMMENTS/ACTION
Parish Council Insurance		20/10/2020	Population up to 1000
Including:	Annual		renewal 25/10/2021
Public & Employers Liability	Annual		Public liability £10 million, employers liability £10 million
Volunteers	Annual		Included in employers liability work must be for PC
Money & Fidelity Guarantee	Annual		Money up to £250,000; fidelity - all losses covered up to £10,000.00
Personal Accident	Annual		Covered
Libel and Slander	Annual		£250,000
Assets to cover:	Annual	01/07/2020	See Assets register
Village Hall to be insured by PC		01/03/2020	Cover for clear up costs only
Parish owned properties			
Other Inspections/Maintenance:			
Pensax and Stockton War Memorial	monthly	14/01/2021	Clerks checks monthly - details in files
Seats by Memorial (2)	monthly	14/01/2021	Clerks checks monthly - details in files
Defibrillator Pensax Village Hall	monthly at least	Jan 2021	Pads expire December 2021 - Battery dated 28/06/2016- list of checks in folder
Noticeboards - Menith Wood	monthly	Jan 2021	Clerk - Checks monthly -
Pensax Village Hall	monthly	Jan 2021	Needs resiting
Pensax by War Memorial	monthly	Jan 2021	Clerk - Checks done monthly
Pensax Village	monthly	Jan 2021	Needs replacement/resiting
Policies & Procedures			
Freedom of Information publication scheme	Annual	19/11/2019	To be reviewed
GDPR new law May 2018	Annual	20/05/2019	Registered with ICO , Policies adopted
Standing orders	Annual	20/05/2019	Review May 2020
Financial Regulations	Annual	20/05/2019	Review May 2020
Reserves policy	Annual	18/01/2021	Agreed with budget
Appointed Internal Auditor	Annual	18/01/2021	Appointed for 2021-2022 accounts
Financial Matters:			
Banking Arrangements	Annual	20/11/2017	No changes needed
Insurance Providers	Annual	25/10/2020	Renewal 25/10/2021
VAT return completed and submitted	Annual	01/06/2020	VAT repaid to 31/03/2020
Contingency fund for:			
additional audit fee	Annual	21/01/2019	£500 in reserves
annual salary review	Annual	21/01/2019	NALC rates - Scale SCP18 National increase to be implemented 01/04/2019
Cover for staff sick periods		21/01/2019	£165 (one months salary CALC advice)
bye-elections	Annual	21/01/2019	£1000 in reserves
notice boards/seats x 2 of each	Annual	21/01/2019	£500 in reserves
Budget agreed, monitored & reported	Quarterly	18/01/2021	Copy on file
Precept requested	Annual	20/01/2020	agreed at £5050.00
Payments approval procedure	monthly	18/01/2021	process carried out at every meeting
Bank Reconciliations overseen by Councillors	monthly	18/01/2021	All Cllrs view then signed off by a Cllr
Clerks salary reviewed & documented	Annual	21/08/2019	Review due 2020

Chairman's allowance reviewed & agreed
Internal Audit
External Audit
Internal check of financial records
Annual return completed & posted
Record Keeping:
Minutes properly numbered etc
Asset Register available/updated
Backups taken of computer records
Archived records
Employees & Contractors:
Lengthman Scheme with WCC
Lengthsman contract with PC
Lengthsman insurance up to £5 million
War Memorial mowing
Contractors insurance details
Members' Responsibilities:
Code of Conduct adopted
Register of Interests completed & updated
Register of Gift/Hospitality
Declarations of interests minuted

Annual	
Annual	May 2020
Annual	01/06/2020
Annual	May 2020
Annual	01/06/2020
On-going	
On-going	01/07/2020
Monthly	
as required	
Annual	01/04/2020
Annual	01/04/2020
Annual	01/04/2020
Annual	01/04/2020
Annual	04/07/2020
Once	01/03/2020
On-going	20/05/2019
On-going	
On-going	

n/a
£75.00 in budget
May require External Audit when hall sold, £500 added to budget - £500 in reserves for queries
Internal Audit undertaken not queries
Exemption certificate completed and returned
Every meeting
Reviewed yearly at least
clerk has 2 separate copies
Clerk to file with Records Office
Copy in file renew April 2021
Copy in files renew April 2021
Copy in files renew 21/04/2021
Copy in file renew April 2021
Copy in files renew 04/07/2021
Cllrs have copies
to be updated by Cllrs and filed with MHDC, copy in PC files
none
agenda item

18/01/2021
Date