

UPTON PARISH COUNCIL RISK ASSESSMENT SCHEDULE 2022 - 2023

ITEM	FREQUENCY OF REVIEW	REVIEW DATE	COMMENTS	Completed 2021-2022
Parish Council Insurance:				
Public & Employers Liability	Annual	Sep-22		June 2022 - upon renewal
Money & Fidelity Guarantee	Annual	Sep-22		June 2022 - upon renewal
Personal Accident	Annual	Sep-22		June 2022 - upon renewal
Cover for all owned property	Annual	Sep-22		June 2022 - upon renewal
Community Assets	Annual	Sep-22		June 2022 - upon renewal
Insurance provider	Annual	Jun-22		June 2022 - upon renewal
Finance:				
Banking Arrangements	Annual	May-22	Recently reviewed (Dec 2021 due to passing of Cllr Pape)	Jun-21
VAT return completed / submitted	Annual			Submitted June 2021 and resubmitted in Dec 2021 as payment not received
Internal Audit	Annual	Jan-22		Jan-22
External Audit	Annual	Summer 2022		Reviewed external audit report Oct 2021
Annual Salary Review	Annual		As per national agreement	Applied Sept 2021
Budget monitored and reported	Monthly			Quarterly
Budget set	Annual	Nov-21		Jan-22
Precept Requested	Annual	Jan each year		Jan-22
Payments Approval	Monthly		FC Mtgs	Monthly
Internal Control	Monthly		FC Mtgs	Monthly

Bank Reconciliations	Quarterley		FC Mtgs review statement monthly and formal reconilciation presented quarterly	Quarterly
Employees & Contractors:				
Contracts of employment	As necessary	As required	FC Mtgs	Last reviewed Aug 2021
Staff Appraisal	Annual	As required		
Chairmans Allowance	Annual	May-19		Reviewed Jan 2022
Record Keeping:				
Minutes properly numbered	Monthly		FC Mtgs	Monthly
Asset register available / updated	Annual / as req'd	Jan each year	More frequently as assets increase	Jan-22
Financial Regulations available / updated	Annual / as req'd	May-21	Annual Meeting	Published on website - to be amended after election following external audit recommendations
Standing Orders available / updated	Annual / as req'd	May-21	Annual Meeting	
Council Policies / Procedures	Annual / as req'd	May-21	Annual Meeting	May-21
Back ups of computer records	Monthly		Clerk	Monthly
Members' Responsibilities:				
Code of Conduct	As necessary	May-21	Annual Meeting Review	May-21
Register of Interests completed / updated	As necessary	May-21	Annual Meeting Review	May-21
Register of gifts / hospitality	As necessary	May-21	Annual Meeting Review	May-21
Declarations of Interests minuted	As necessary	Monthly	All Mtgs	All Mtgs

The risk assessment for the Council was agreed at Full Council on Feb 2021 for the period 2021/22.

Signed:-

Date:-

Chairman

Signed:-

Date:-

Clerk & RFO

To be reviewed March 2020.