

**COLEORTON PARISH COUNCIL RISK ASSESSMENT 2018-19**

Item	Frequency	Last Reviewed	Comments/Action
<b>Insurances:-</b>			
Public & Employees Liability	Annual	May-18	Three year contract in place with insurance company with good cover.
Money & Fidelity Guarantee	Annual	May-18	As above
Personal Accident	Annual	May-18	As above
Parish owned property:-	Annual	Jan-19	Full review of asset register in Jan 19. Regular risk assessments are undertaken in Coleorton Wood and any remedial work required carried out as required.
Seats and benches	Annual	Jan-19	Seats and benches listed and checked as part of fixed asset review.
Notice Boards	Annual	Sep-18	Noticeboards regularly checked as used and in generally good condition. Beaumont Green and The Moorlands boards refurbished 2018. Sign to Peggs Green Rec inspected and cleaned summer 2016.
Laptop	Annual	May-18	
<b>Other inspections:-</b>			
Gas and Electricity check on Council owned Property			The Council does not own any property. It is represented on the Beaumont Centre Management Committee where all the necessary checks are carried out.
Inspection of Playground Equipment by qualified inspector	Annual	May-18	Peggs Green Rec play equipment inspected by qualified inspectors May 18. Remedial corrective actions (all low or medium risk) undertaken except play surface which is being taken forward. Forrester Close play area checked by NWLDC.
Trees	Annual and when issues reported	Jan-18	Major thinning work carried out on Coleorton Wood with full safety procedures in place. Tree survey carried out here and on other CPC land. Full tree safety management strategy in place and work completed to deal with problem trees. Tree Protection order in place for land behind Overton Close Dec 17. Woodland management work undertaken in January 2018 on Peggs Green Rec.
Playground inspection	Monthly	Jan-18	Councillors check the Peggs Green Rec play equipment weekly. Council has put in place formal recording of these checks.
<b>Financial Matters:-</b>			
Banking arrangements	Annual	May-18	Still appropriate at Annual Meeting
Insurance providers	Annual	May-18	Reviewed May 16. In year 1 of 3 year arrangement
VAT return submitted	Annual	Oct-18	VAT return submitted for 2017/17 October 2018
Clerks Salary reviewed	Annual	Dec-15	Carried out at time of new Clerks' appointment.
Chairmans Allowance reviewed	Annual	May-18	Discussed and agreed at Annual Meeting
Budget approved	Annual	Jan-18	Budget for 2018/19 provided discussed and approved at January 2018 meeting.
Precept submitted	Annual	Jan-18	Precept agreed at January 2017 meeting and submitted to NWLDC on 25 Jan 17
Budget monitoring	Quarterly	Jan-18	Budget figures provided to Council at meetings following quarter ends.
Payment approval procedure reviewed	Periodic	May-13	The use of electronic payments was considered at August 2014 meeting. It was agreed to continue with manual payments.
Bank reconciliation reported to Council	Quarterly	Jan-18	Bank reconciliation provided to Council quarterly
Annual return completed	Annual	May-18	Year end figures reported to Council and Annual Return signed by Chair.
Internal auditor appointed and internal audit	Annual	Aug-18	LRALC Internal Audit Service appointed
External Audit	Annual	May-18	Not required for 2017/18
Financial Regulations reviewed	Annual	Jul-18	Financial Regulations reviewed and updated. Adopted by Council October 2014. Reviewed and approved July 2018
Asset Register updated	Annual	Jan-18	Full review and update of asset register completed and agreed by Council Jan 2019
Back up computer records	Monthly	Oct-18	New laptop acquired Oct 2017. Back up procedures implemented regularly.
Compliance with transparency code	Annual	Jan-19	Code checked for compliance. It takes all sorts and receipts greater than £250 posted to web site
<b>Employees responsibilities</b>			
Contracts of Employment reviewed	Periodic	Dec-15	Clerk's contract reviewed on new appointment
Contractors' indemnity insurance	On going		Covered when contracting.
Written arrangements with contractors	On going		As above
Review grounds maintenance contract	3 yearly	Mar 17 & Mar 18	New grass cutting contract reviewed March 17 supplier appointed. Coleorton Wood mowing contract retendered February 2018.
Auto enrolment	Quarterly	Dec-17	The council has registered for auto-enrolment and as an approved pension scheme.
<b>Members Responsibilities</b>			
Ongoing	Ongoing	Jun-18	Councillors signed up to code of conduct following May 2011 elections. Code of Conduct approved annually - June 2018 last reviewed
Register of interests completed	On going	May-15	Councillors completed new register of interests documentation following May 2015 election.
Register of Gifts/Hospitality maintained	On going	N/A	Would be done if required
Declaration of interest minuted	On going		Done at each meeting
<b>Data Protection</b>	Ongoing	May-18	The Council has registered with The Information Commissioner and approved a data protection policy, data breach policy and subject access request policies

The information given above was agreed at the Coleorton Parish Council meeting on 24 January 2019

Signed

Chair