

ARRETON PARISH COUNCIL RISK ASSESSMENT SCHEDULE 2024

ITEM	FREQUENCY	LAST REVIEWED AND BY WHOM	COMMENTS/ACTIONS
Parish Council Insurance Including Public and Employers Liability Money and Fidelity Guarantee Personal Accident	Annually	Full Council	
Assets inspection	Council - annually		
Financial Matters Banking Arrangements VAT return completed Budget agreed Budget monitored and reported Precept requested: to include contingency for election and clerk Payment approval procedure Bank reconciliation overseen by Councillors Clerk's salary reviewed and documented Internal audit External audit	Annually Annually Annually Twice yearly Annually Annually Monthly Annually Annually Annually	Full Council Noted Full Council Full Council	
Administration Minutes properly numbered Asset register available/updated Asset Register reviewed Financial Regulations reviewed Standing orders reviewed	Ongoing Ongoing Annually Annually Annually		

Employers' Responsibilities Contract of employment in place Contractors Indemnity Insurance Written arrangements with contractors	Ongoing Ongoing Ongoing		
Members' responsibilities Code of Conduct adopted Register of Interests completed and updated Register of Gifts/Hospitality Declarations of Interests minuted	Ongoing Ongoing Ongoing Ongoing		

This schedule was considered by Arreton Parish Council on 11th November 2024 and will be reviewed again in 12 months.