

<b>QUENIBOROUGH PARISH COUNCIL</b>				
<i>Items in italics outstanding or to be considered ACTION POINTS BOLD</i>				
<b>RISK ASSESSMENT PROGRAMME 2023-24</b>				
<b>Item</b>	<b>Frequency</b>	<b>Last Reviewed</b>	<b>Next Review</b>	<b>Comments</b>
<b>Insurances:-</b>				
Public & Employees Liability	May and November	17/05/2023	May-24	PC May 2023
Money & Fidelity Guarentee	May and November	17/05/2023	May-24	PC May 2023
Personal Accident	May and November	17/05/2023	May-24	PC May 2023
Parish owned property and assets	May and November	17/05/2023	May-24	PC May 2023
<b>Other s insurances:-</b>				
Roma Landscapes Ltd	Annual	21/02/2023	Feb-24	Held in Parish Office
<b><i>Insurance of grave digger checked</i></b>	Annual	06/06/2023	Jun-24	Held in Parish Office
Insurance of Queniborough Football Clubs	Annual	Aug-23	N/A	Requirement of FA Registered Club
Insurance and risk assessment of November 5th Committee	Annual	25/10/2023	Oct-24	Held in Parish Office
Gardener/Handyman Cemetery	Annual	03/02/2023	Feb-24	Held in Parish Office
<b><i>Other contractors</i></b>				As used re: Contractors agreement
<b>Inspections:-</b>				
PAT Electricity inspection on Council owned property	Annual	03/10/2023	Oct-24	Control Electrics
Office electrical inspection	Five years	19/10/2022	Oct-24	Control Electrics
Inspection of play area by qualified independent inspector	Annual	16/06/2023	Jun-24	Idependent Playground Inspections, Rec Com.
Tree inspection by qualified tree surgeon	Three years	01/01/2020	Nov-24	In process to be carried out by Tindle Tree Care
Office Alarm System maintenance inspection	Six monthly	16/03/2023	Mar-24	Carried out by AbelAlarms
Fire extinguishers	Annual	18/03/2023	Mar-24	Annual inspection by Fire Proof Ltd
<b><u>Inspections by Councillors:</u></b>				
Cemetery inspection by Councillors	Annual	07/06/2023	Jun-24	GP/Cemetery Committee
Parks inspection by Councillors	Annual	30/08/2023	Aug-24	Action required reported in minutes and subsequent Clerk's report
Inspection of trees on parks	Annual	30/08/2023	Aug-24	Action required reported in minutes and subsequent Clerk's report
<b><u>Inspection by Groundsman:-</u></b>				
Playground inspection	Weekly	Last Parish Council	Monthly	Reported to Clerk, Committee Chairman, Council. Logged
Cemetery inspection	Weekly	Last Parish Council	Monthly	Reported to Clerk, Committee Chairman, Council. Logged
Tennis court and basketball pitch	Weekly	Last Parish Council	Monthly	Reported to Clerk, Committee Chairman, Council. Logged
Gates and fences	Weekly	Last Parish Council	Monthly	Reported to Clerk, Committee Chairman, Council. Logged
War memorial	Monthly	Last Parish Council	Monthly	Reported to Clerk, Committee Chairman, Council. Logged
Parks including benches	Weekly	Last Parish Council	Monthly	Reported to Clerk, Committee Chairman, Council. Logged
Litter bins	Weekly	Last Parish Council	Monthly	Reported to Clerk, Committee Chairman, Council. Logged
General Village Notice Board	Weekly	Last Parish Council	Monthly	Reported to Clerk, Committee Chairman, Council. Logged
Millenium sign	Weekly	Last Parish Council	Monthly	Reported to Clerk, Committee Chairman, Council. Logged
Bus shelters	Weekly	Last Parish Council	Monthly	Reported to Clerk, Committee Chairman, Council. Logged

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<b>Parish Office guttering</b>	<b>Annual</b>	<b>Nov-20</b>		<b>Contractor to inspect</b>
<b>Inspection by Clerk:-</b>				
Office Inspection with Handyman	Annual	15/06/2023	Jun-24	
Office premises	Weekly	Last Parish Council	Weekly	reported to Parish Council in Clerk's report
Office equipment	Weekly	Last Parish Council	Weekly	reported to Parish Council in Clerk's report
Parish Notice boards	Monthly	Last Parish Council	Monthly	reported to Parish Council in Clerk's report
Fire procedures/smoke alarms	Monthly	15/11/2023	Monthly	reported to Parish Council in Clerk's report
Outdoor gym equipment check	Monthly	15/11/2023	Monthly	Groundsman reported to supplier and Council
<b>Financial matters:-</b>				
Banking arrangements	Annual	17/05/2023	May-24	Account opened with Unity Bank
Insurance providers	Three years	02/06/2023	Jun-26	3 year contract
VAT return submitted	Quarterly	19/01/2023	Mar-24	At financial year end
Chairman's allowance reviewed and agreed	Annual	17/05/2023	May-24	At Annual Meeting
Employees salaries reviewed and agreed	Annual	23/11/2023	Nov-24	
Budget approved	Annual	14/12/2022	Dec-23	
Precept submitted	Annual	14/12/2022	Dec-23	
Budget monitored (checked by Councillor)	Monthly	15/11/2023	Dec-23	Quarterly bank reconciliation and monthly cash flow position to Council
Payment approval procedure reviewed	Annual	17/05/2023	May-24	
Internal Audit	Annual	02/05/2023	May-24	Legal notice to be displayed
Review of effectiveness of internal audit	Annual	24/05/2023	May-24	LRALC scheme joined
External Audit	Annual	28/08/2023	Aug-24	Legal notice displayed and on website
Financial regulations reviewed	Every three years	17/05/2023	May-24	To Annual Meeting
Asset register updated	May and November	17/05/2023	May-24	To Annual Meeting
Account signatories	Four years	May-22	May-22	For Unity Bank Account
<b>Council procedures:-</b>				
Standing orders reviewed	Four years	17/05/2023	May-24	At Annual Meeting
Acceptance of office	Four years/as required	17/05/2023	May-27	
Chairman's acceptance of office	Annual	17/05/2023	May-24	At Annual Meeting
Register of members interests	Four years/as required	17/05/2023	May-27	Reviewed by Charwood BC evry six months
Code of conduct	Four years/as required	16/08/2023	Aug-27	
Holding of Council records	Annual (Audit)	04/08/2023	Aug-24	GDPR review
Minutes	Monthly	Last Parish Council	Last Parish Council	Minutes agreed, signed and published on website
<b>Leases and legal documents</b>	<b>Annual</b>			<b>Stored in Parish Office - to be scanned</b>
<b>Council 'disaster plan' procedures</b>	<b>Annual</b>	<b>In progress</b>	<b>In progress</b>	<b>Reported to GP/Cemetery Committee 21.07.17</b>
Computer files backed up	Weekly/Immediate	Instant	Instant	Stored in OneCloud
Computer emails backed up	Immediate	Instant	Instant	On webmail server
Freedom of Information Act and Transparency regulations	GDPR Three Years	16/11/2023	Nov-26	Schedule of publication approved and on website. Review for GDPR
Cemetery Rules and Regulations	Four years	04/10/2023	Oct-27	
Complaints procedure	Three years	27/01/2021	Jan-24	
<b>Staff Health and Safety (New)</b>				
Lone working	Four years/as required	24/05/2023	May-27	
Dog waste handling	Annual	01/04/2023	Apr-24	Duty of care signed with skip hire company
Dog waste handling	Weekly			Protective gloves supplied
Contractors guidelines	Three years	27/01/2021	Jan-24	
Acceptable Use of Cameras & Mobile Phone/Devices	Three years	10/01/2024	Jan-27	

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Staff harassment policy	Three years	27/01/2021	Jan-24	