

**WYRE PIDDLE PARISH COUNCIL**  
**RISK REVIEW LOG as at 31/03/2020 APPENDIX 1**

ITEM	FREQUENCY	LAST REVIEWED	COMMENTS/ACTIONS
<b>Parish Council Insurance:</b>			
Public & Employer Liability}	Annual	26/3/20	
Fidelity Guarantee}	Annual	26/3/20	
And other }			
<b>Physical Assets</b>			
Bench Seats	Annual	26/3/20	
Picnic Bench	Annual	26/3/20	
Notice board	Monthly	26/3/20	
Gate to village hall car park	Monthly	26/3/20	
<b>Staff:</b>			
Admin	Monthly	26/3/20	
Clerk	Monthly	26/3/20	
Website	Monthly	26/3/20	
Laptop computer	Monthly	26/3/20	
Asset Register	Annual	26/3/20	
<b>Inspections/Maintenance</b>			
Footpaths – Footpath Officer	On-going	26/3/20	
Roadside troughs/planters	On-going	26/3/20	
<b>Lengthsman:</b>			
Awareness of pesticide use			
Side out footways, ditches etc.	On-going	26/3/20	
Clean Signs, clear gullies etc.	On-going	26/3/20	
Install and check VAS	Not yet commissioned		
<b>Financial Matters:</b>			
Banking Arrangements	Annual	26/3/20	
Insurance Matters	Annual	26/3/20	
VAT Return	Annual	31/12/19	
Precept Request	Annual	Nov 19	
Receipts & Payments Procedure	On-going	26/3/20	
Bank Reconciliation	Monthly	26/3/20	
Clerk's Salary Review	Annual	26/3/20	
Independent Internal Audit	Annual	18/4/19	
External Audit	Annual	n/a	
Internal Control Audit	Quarterly	26/3/20	
<b>Record Keeping:</b>			
Minutes	Monthly	26/3/20	
Financial Regulations	Annual	10/3/20	
Standing Orders	Annual	26/3/20	
<b>Members Responsibilities:</b>			
Code of Conduct Adopted	On-going	30/1/20	
Register of Interests Completed	On-going	31/3/20	