

**CRANBROOK AND SISSINGHURST PARISH COUNCIL
RISK ASSESSMENT SCHEDULE**

Item	Frequency	Last Reviewed	Comments/Action
Parish Council Insurance Including: Public & Employer Liability Money & Fidelity Guarantee Personal Accident Buildings Cover	Annual Annual Annual Annual	May-15 May-15 May-15 May-15	In a 3 yr Contract with Came & Company As above As above As above
Gas/Electricity/Fire Safety Checks Vestry Hall & Info Centre Vestry Hall Cottage Angley Cottage	Annual Annual Annual	Gas Feb/PT May/Fire Dec 15 Gas Feb 15 Gas Feb 15	
Inspection of Playground Equipment Parish Warden/Councillors RoSpar	Weekly Annual	Ongoing Jul-15	
Other Inspections/Maintenance Car Parks - Councillors Recreation Grounds - Councillors Cemeteries - Councillors Allotments - Councillors Buildings - Councillors	Weekly Monthly Monthly Monthly Annually	Ongoing Ongoing Ongoing Ongoing Ongoing	
Financial Matters Banking Arrangements Insurance Providers VAT returns Internal Audit External Audit Annual Salary Review Budget Precept Payment Approval Bank Reconciliation Internal Checks	Annual 3 -yrly Quarterly 6 monthly Annual Annual Annual Annual Monthly Monthly Monthly	May-15 Jun-15 Ongoing May-15 Jun-16 Dec-15 Dec-15 Dec-15 PC Mting P & R Cttee P & R Cttee	
Employees & Contracts Contract Review	Annually	May-15	
Record Keeping & Archives Policy Review* Codes of Conduct/Financial Regs/ Standing Orders/Asset Register/ Risk Assessments etc *annually or as required	Annually	May-15	
Cllrs. Responsibilities Register of Interests/Gifts/Hospitality/ Attendance etc	Annually	Ongoing	