

**CRANBROOK AND SISSINGHURST PARISH COUNCIL**  
**RISK ASSESSMENT SCHEDULE 2023-2024**

	Frequency	Previous Review	Actioned	Comments/Action
<b>Parish Council Insurance</b> <b>Including:</b> Public & Employer Liability Money & Fidelity Guarantee Personal Accident Buildings Cover	Annual Annual Annual Annual	May-22 May-22 May-22 May-22	May-23 May-23 May-23 May-23	3 year agreement Came & Company ends May 24
<b>Gas/Electricity/Fire Safety Checks</b> Vestry Hall & Info Centre - Gas Vestry Hall & Info Centre - PAT Vestry Hall & Info Centre - Fire Vestry Hall Cottage - Gas Angley Cottage - Gas	Annual Annual Annual Annual Annual	Jan 22 May-22 Feb 23 June 2022 Jan 22	05.06.23 01.06.23 24.02.23 05.06.23 05.06.23	
<b>Inspection of Playground Equipment</b> Parish Warden/Councillors RoSpar	Weekly Annual	Ongoing Oct-22	Ongoing 01.09.23	
<b>Other Inspections/Maintenance</b> Car Parks - Cllrs Recreation Grounds - Cllr/Parish Warden Cemeteries - Cllr/ Parish warden Allotments - Cllr./Parish warden Buildings - Cllr/ Caretakers	Weekly Monthly Monthly Monthly Annually	Ongoing Ongoing Ongoing Ongoing Ongoing	Ongoing Ongoing Ongoing Ongoing Ongoing	draft risk assessments draft risk assessments draft risk assessments draft risk assessments draft risk assessments
<b>Financial Matters</b> Banking Arrangements Insurance Providers VAT returns Internal Audit External Audit Annual Salary Review Budgets Precept Payment Approval Bank Reconciliation Internal Checks	Annual 3 -yrly Quarterly 6 monthly Annual Annual Annual Annual Monthly Monthly Monthly	May-22 May-22 Ongoing Nov-22 Aug-22 Dec-22 Oct - Dec 22 Jan-23 PC Mting P & R Cttee P & R Cttee	18.05.23 18.05.23 Ongoing 24.05.23 08.09.23 12.12.23 Oct - Dec 23 Jan-24 PC Mting P & R Cttee P & R Cttee	Interim 02.11.23     Due 01/12/2023 Due Oct - Dec 23 Due 01/01/2024
<b>Record Keeping &amp; Archives</b> Policy Review* Codes of Conduct/Financial Regs/ Standing Orders/Asset Register/  Risk Assessments etc *see Policy Review Schedule	see schedule Annually Annually  Annually	May-22 13/05/2022 13/05/2022  	Jun-23 19.05.23 19.05.23  	Risk Assessment to be adopted
<b>Cllrs. Responsibilities</b> Register of Interests/Gifts/Hospitality/	Annually	Ongoing		

**To be used in conjunction with Risk Assessment Management Plan**