

## CARHAM PARISH COUNCIL RISK ASSESSMENT SCHEDULE

ITEM	REVIEWED	COMMENTS
<b>Parish Council Insurance:</b>	Annual	Ordinary Meeting May 2022 Continue with cover until contract ends in May 2025
Asset Protection Revenue Protection Legal Liabilities Employee Benefits		
<b>Finance:</b>		
Internal Audit	Annual	Completed April 2025
Payments approval procedure	Bi-monthly	Ordinary Council Meeting
Bank reconciliations	Quarterly	Bank of Scotland
Precept requested	Annual: November	Completed 2024
Approval of Budget	Annual: November	Completed 2024
<b>Members' Responsibilities:</b>		
Register of Interests completed /updated	As necessary	Councillors email Democratic Services direct of any changes during term of office
Code of Conduct	As necessary	
Declarations Of Interest Minuted	As necessary	Ordinary Council Meeting
<b>Employees &amp; Contractors:</b>		
Clerk's Contract	As necessary	Completed March 2025
Annual Salary Review	Annual	Completed March 2025

<b>Record Keeping:</b>		
Minutes properly numbered	Annual	Bi-monthly
Asset Register	As necessary	Updated April 2023
Standing Orders	As necessary	Available from Clerk and on Community Website
Complaints Procedure	As necessary	Available from Clerk and on Community Website
Code of Conduct	As necessary	Available from Clerk and on Community Website
Freedom of Information Act	As necessary	Available from Clerk and on Community Website
Statement of Accounts	On completion of audit	Available from Clerk and on Community Website
Backup of Computer Records	Weekly	By Clerk
<b>Wark Playpark:</b>		
Inspection and Maintenance	Monthly	Equipment made safe and repairs undertaken
External Inspection	Annual	Due in June 2025
<b>War Memorial</b>	Annual - September	Reviewed 2024

The information given above was agreed at an Ordinary Meeting held on 12 May 2025

Signed:

Date:

Chair:

Clerk: