

Kingston Parish Council RISK SCHEDULE
Reviewed: August 2020

ITEM	Frequency	Last Reviewed	Comments/Actions
Insurance Cover:	Annual	August 2020	Review June 2021
- Including Public & Employers Liability			
- Money & Fidelity Guarantee			
- Personal Accident			
- Building cover (Pavilion)			
- Play Area			
- Other assets			
- Furniture & Fittings			
Pavilion:			
- Fire alarm & fire fighting equipment	Annual service	May 2020	Annual service agreements in place. Fire Risk Assessment completed by KCPC. Weekly fire alarm checks carried out.
- Security Alarm	Bi-annual service & monitoring	May 2020	Annual service agreements in place
- General Maintenance	As scheduled & periodic	Ongoing	Annual service agreements in place
- Legionella	Annual review	2019	Risk Assessment completed by KCPC & External Contractor
- Use of Pavilion by individuals and community groups	Annual review	2019	Risk Assessments completed by KCPC.
- First Aid/Accidents	Annual review	2019	Risk Assessments completed by KCPC.
Village Green & Play Area Inspection:	Annual review	August 2020	Risk Assessment completed by KPC
- Qualified inspector	Annual (via LDC)	March 2020	
	Monthly (LDC)	July 2020	
- Play equipment			No requirement by current insurers to carry out weekly checks. But periodic checks should be made.
St Pancras Green:	Annual review	August 2020	Risk Assessment completed by KPC
Trees:			Risk Assessment completed by KPC
Surveys on Parish trees and interim checks	Three yearly	August 2020	Next survey due 2023. See Tree Maintenance Policy. Village Tree Warden appointed to KPC

The Avenue Verges:	Annual review	August 2020	Risk Assessment completed by KPC
Tree Warden to check trees & report to council / advise residents. Replacements only made with permission of residents.	Annual	To be completed	Note to Tree Warden
Roads (access and condition):			
- Bumpy Lane	Annual	August 2020	Risk Assessment completed by KPC
- Fox Twitten	Annual	August 2020	Risk Assessment completed by KPC
Financial matters:			
- Banking Arrangements	Annual	July 2020	Risk Assessment completed by KPC
- VAT return completed/submitted	Quarterly	July 2020	
- Internal Audit	Annual	June 2020	
- External Audit	Annual	August 2020	
- Budget agreed, monitored and reported	Quarterly	July 2020	
- Precept requested	Annual	January	
- Payments approval procedure	By meeting		
- Bank Reconciliations overseen by Cllrs	Monthly		
- Clerk's Salary reviewed & documented	Annual	To be reviewed November 2020	Additional hours to be approved on month by month basis
- Internal check of financial records	Annual and at bi-monthly meetings		
Record Keeping:			
- Minutes	Bi-monthly meetings	July 2020	Signed each meeting
- Asset Register updated	Reviewed annually but updated as needed	May 2020	
- Financial regulations updated	Reviewed annually but updated as needed	May 2020	
- Standing orders updated	Reviewed annually but updated as needed	May 2020	
- Back up of computer	Ongoing		
- Archived computer records	Cloud storage		
- Archives of paper records	As needed		Record kept on file of what documents are already stored at The keep.
- All KPC Policies	Annual but updated as needed	May 2020	

Employee & Contractors:			
- Contracts of employment	As needed		Clerk only
- Office conditions	As needed		
- Contractor's indemnity insurance	As needed		
Records of quotes/tenders	As needed		Following standing orders
Members' Responsibilities:			
Code of Conduct adopted	On appointment and reviewed annually	May 2020	
Register of Interests completed and updated	On appointment and reviewed annually	August 2020	Review May 2021
Declarations of Interest minuted	Ongoing		
Register of gifts/hospitality	As needed		

The information above was agreed at the Meeting held on 9 September 2020 as being a correct record.

Signed:

Date:

Chair:

Clerk: