

CHADDESLEY CORBETT PARISH COUNCIL				
RISK ASSESSMENT REVIEW - APRIL 2025 - MARCH 2026				
Item	Frequency	Review Date	Insurance Review	Action/Renewal/Review
Insurances				
Public and Employers Liability	Annual	June 2025	Renewed under 5 year contract	June 2026
Money & Fidelity Guarantee	Annual	June 2025		
Personal Accident	Annual	June 2025		
War Memorial	Annual	June 2025		
Notice Boards	Annual	June 2025		
Seats and Benches	Annual	June 2025		
Bus Shelters (Briar Hill)	Quarterly	June 2025		
Bus Shelter (Harvington)	Quarterly	June 2025		
Bus Shelter (A448)	Quarterly	June 2025		
Play Equipment	Weekly	June 2025		
Play Equipment	Quarterly	June 2025		
Play Equipment	Annual	June 2025		
White Gates	Annual	June 2025		
2 No. Litter Bins	Annual	June 2025		
Laptop (2)	Annual	April 2025	One in good condition. One replaced 2021-22	2025
Projectors 2 No.	Annual	April 2025	In good condition	2025
Petrol Strimmer	Annual	April 2025	Checked and serviced	2025
Shed in Burial Ground	Annual	April 2025	Good condition	Maintained March 25
Community Orchard Benches/Picnic	Annual	April 2025	Good condition	No maintenance required
Benches	2 years	April 2025	In good condition	No maintenance required
Picnic Bench	2 years	April 2025	In good condition.	No maintenance required
Repairs/Maintenance				
Urban Grass Cutting Contract	Annual	April 2025	Contracts renewed at revised rates	Review December 2025
Tree/Hedge Cutting Allotments	As required	April 2025	Contracts renewed at revised rates	Review December 2025
Orchard Grass Cutting	As required	April 2025	Contracts renewed at revised rates	Review December 2025
Allotment Grass Cutting	As required	April 2025	Contracts renewed at revised rates	Review December 2025
Safety Inspection on Monuments	Annual	June 2025	Repairs made 2024	June 2025
Inspection of War Memorial	Annual	June 2025		June 2025
Lengthsman Scheme	Annual	April 2025	Renewed with Worcs CC	April 2025
Maintenance	As required	April 2025	Renewed April 2023	
Burial Ground	As required	April 2025	Renewed April 2023	
Waste Bins	As required	April 2025	Renewed with WFDC	
VAS Equipment	As required	April 2025	Checked regularly by Lengthsman	
Defibrillators	monthly		Checked every month and reported on line	
Play Equipment	monthly	April 2025	Checked every 4 months and visual check each month	
Financial Matters				
Banking Arrangements	Every 3 years	Ongoing		
Insurance Providers	Every 5 years	June 2026		
VAT Returns	Annual	April 2025	Reclaimed April 24	
Budget next financial year	Annual	November 2024	Done	
Precept	Annual	November 2024	Done	
Payment Approval Receipts	Monthly	On-going	At each Parish Council Meeting	
Quarterly review against budget	Quarterly	Quarterly	Finance Committee and At Parish Council meetings	
Bank Reconciliations	Quarterly	Monthly	Reviewed by three Cllrs each month	
Clerks Remuneration	Annual	December 2024	Revised November 2024 and backdated	
Internal Audit	Annual	March 2025	Internal Auditor Appointed	
External Audit	Annual	June 2025		
Review of Burial Charges	Annual	June 2025		
Financial Regulations	On-going	Annually	May 2025	
Records				
Minutes	On-going	Monthly	Published on website and notice boards within 2 weeks	
Standing Orders	On-going	As required	Updated May 2024	
Freedom of Information Act	5-yearly	As required	Standards accepted by the Review Board	
Computer Back-ups	As required	Monthly	External back up drive. CD backup with Chairman	
Complaints Procedure	Yearly		December 2024	
Burial Records	2-yearly	As required	Electronic Register Prepared. Manual burial register copied on disk.	
Data Protection	Yearly	December 2025	Reviewed and updated December 2024	
Members Responsibilities				
Adoption of Code of Conduct	On appointment	May 2027	New Code adopted from 8 May 2023	
Register of Members Interests	On appointment	Ongoing	As required and after election 4 May 2023	
Register of gifts/hospitality	On-going	Ongoing	As required and after election 4 May 2023	Reviewed November 2022
Annual Report				
Newsletter	Annually	April 2025		
Annual Parish Meeting	Annually	May 2025		
Land				
Burial ground Extension	Annual	As required	New Hedgerow Planted 2022	
Orchard	Annual	As required	Maintenance work carried out regularly	
Allotments	3 Years	Every 3 years	Ongoing	
Policies and Procedures				
		Adopted	Review Date	
Dignity at Work Policy	As required	June 2024	May-25	
Complaints Procedure	As required	December 2024	December 2026	
Anti Bullying Statement		December 2024	December 2025	
Procedure for holding meetings electronically		June 2020	Not currently	
Health & Safety Policy Statement		December 2024	Dec-25	
Anti Fraud Policy Statement		November 2023	Nov-25	
Civility and Respect		December 2024	December 2025	
Safe Guarding		March 2024	Mar-26	