

CHADESLEY CORBETT PARISH COUNCIL				
RISK ASSESSMENT REVIEW - APRIL 2026 - MARCH 2027				
Item	Frequency	Review Date	Insurance Review	Action/Renewal/Review
<b>Insurances</b>				
Public and Employers Liability	Annual	June 2026	Renewed under 5 year contract	June 2026
Money & Fidelity Guarantee	Annual	June 2026		
Personal Accident	Annual	June 2026		
War Memorial	Annual	June 2026		
Notice Boards	Annual	June 2026		
Seats and Benches	Annual	June 2026		
Bus Shelters (Briar Hill)	Quarterly	June 2026		
Bus Shelter (Harvington)	Quarterly	June 2026		
Bus Shelter (A448)	Quarterly	June 2026		
Play Equipment	Weekly	June 2026		
Play Equipment	Quarterly	June 2026		
Play Equipment	Annual	June 2026		
White Gates	Annual	June 2026		
2 No. Litter Bins	Annual	June 2026		
Laptop (2)	Annual	April 2026	One in good condition. One replaced 2021-22	2026
Projector	Annual	April 2026	In good condition	2026
Petrol Strimmer	Annual	April 2026	Checked and serviced	2026
Shed in Burial Ground	Annual	April 2026	Good condition	Maintained March 26
Community Orchard Benches/Picnic	Annual	April 2026	Good condition	No maintenance required
Benches	2 years	April 2026	In good condition	No maintenance required
Picnic Bench	2 years	April 2026	In good condition.	No maintenance required
<b>Repairs/Maintenance</b>				
Urban Grass Cutting Contract	Annual	April 2026	Contracts renewed at revised rates	Review December 2026
Tree/Hedge Cutting Allotments	As required	April 2026	Contracts renewed at revised rates	Review December 2026
Orchard Grass Cutting	As required	April 2026	Contracts renewed at revised rates	Review December 2026
Allotment Grass Cutting	As required	April 2026	Contracts renewed at revised rates	Review December 2026
Safety Inspection on Monuments	Annual	June 2026	Repairs made 2024	June 2026
Inspection of War Memorial	Annual	June 2026		June 2026
Lengthsman Scheme	Annual	April 2026	Renewed with Worcs CC	April 2026
Maintenance	As required	April 2026	Renewed April 2023	
Burial Ground	As required	April 2026	Renewed April 2023	
Waste Bins	As required	April 2028	Renewed with WFDC	
VAS Equipment	As required	April 2026	Checked regularly by Lengthsman	
Defibrillators	monthly		Checked every month and reported on line	
Play Equipment	monthly	April 2026	Checked every 4 months and visual check each month	
<b>Financial Matters</b>				
Banking Arrangements	Every 3 years	Ongoing		
Insurance Providers	Every 5 years	June 2031		
VAT Returns	Annual	April 2026	Reclaimed April 24	
Budget next financial year	Annual	November 2025	Done	
Precept	Annual	November 2025	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 Clrs each month	
Clerks Remuneration	Annual	July 2025	Revised July and backdated	
Internal Audit	Annual	March 2026	Internal Auditor Appointed	
External Audit	Annual	June 2026		
Review of Burial Charges	Annual	June 2026		
Financial Regulations	On-going	Annually	May 2026	
<b>Records</b>				
Minutes	On-going	Monthly	Published on website and notice boards within 2 weeks	
Standing Orders	On-going	As required	Updated May 2025	
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 2026	Reviewed and updated December 2026	
<b>Members Responsibilities</b>				
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
<b>Annual Report</b>				
Annual Report	Annually	June 2026		
<b>Newsletter</b>				
Newsletter	Annually	April 2026		
Annual Parish Meeting	Annually	May 2026		
<b>Land</b>				
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	
<b>Policies and Procedures</b>				
		Adopted		Review Date
Dignity at Work Policy	As required	July 25	Jul-26	
Complaints Procedure	As required	December 2024	December 2026	
Anti Bullying Statement		December 2025	December 2027	
Procedure for holding meetings electronically		June 2020	Not currently	
Health & Safety Policy Statement		December 2025	Dec-27	
Anti Fraud Policy Statement		November 2025	Nov-27	
Civility and Respect		December 2025	December 2026	
Safe Guarding		March 2024	Mar-27	