

WPC Governance Action Plan

Warsop Parish Council

Parish Clerk/B Boyer

Project Update Date: 07/08/2025

Scrolling Increment: 5

Milestone description	Category	Assigned to	Progress	Start	Days
Adopt a Risk Register					
Review register	Med Risk	B Boyer/Full Council	100%	21/07/2025	3
Adopt Risk Register	Goal	Full Council	100%	13/08/2025	1
Review Risk register	Med Risk	F+GP	0%	16/02/2026	10
Create HMRC Gateway		B Boyer			
Follow up on Moneys allegedly owed	High Risk	B Boyer	60%	27/07/2025	13
Obtain details from MDC	Low Risk	B Boyer	0%	26/08/2025	9
Set up HMRC Gateway	Low Risk	B Boyer	0%	31/08/2025	11
Monitor Quarterly	Milestone	HR/F&GP	0%	04/10/2025	1
Exercise of Elector's Rights		B Boyer			
Sign all documents	On Track	B Boyer	100%	23/06/2025	1
Upload Public Rights Notice	On Track	B Boyer	100%	25/06/2025	5
Publish Notice of Conclusion of Audit	On Track	B Boyer	0%	30/09/2025	5
Enable inspection of accounts	On Track	B Boyer	83%	08/08/2025	46
Review matters raised in Audit		Full Council			
Consider Internal Audit	Goal	Full Council	100%	23/06/2025	1
Consider External Audit	Goal	Full Council	0%	14/10/2025	5