

PAUNTLEY PARISH COUNCIL RISK SCHEDULE

Item	Frequency	Last Reviewed	Comments / Actions
Parish Council Insurance:			
Public & Employers Liability	Annual	15.05.23	Policy 01.06.23-31.05.23
.Volunteers	Annual	15.05.23	
Money & Fidelity Guarantee	Annual	15.05.23	
Personal Accident	Annual	15.05.23	
Buildings cover for:			
Parish owned property and assets			
such as:			
Playground equipment	n/a		
Seats & benches at Village Hall	Annual		
Parish notice board	Bi-Annual	October 2023	New backing felt tiles added summer 2023
Bus Shelters	Bi-annual	October 2023	Maintenance completed summer 2023
Check Village Hall insured by			
Village Hall Management Committee	Annual	15.05.23	Policy 12 th July 2023 – 11th July 2024
Inspection of Playground equipment by qualified inspector	n/a		
Gas Safety check & certificate on Parish owned properties	n/a		
Other Inspections/Maintenance – PC owned:			
Tree maintenance at Village Hall/Compton Green	Annual		
Playground equipment inspection by PC	n/a		
Tree inspection by PC	As required		
Financial Matters			
Banking arrangements	Annual	15.05.23	
Insurance providers	Annual	15.05.23	
VAT return completed and submitted	Annual	31.05.23	
Contingency fund for:			
Additional audit fee	Annual	09.01.23	Budget Extra Meeting
Annual salary review	Annual	Dec 22	
Cover for staff sick periods			
Bye-elections	Annual	09.01.23	
Other	Annual	09.01.23	
Budget agreed, monitored & reported	Quarterly	July 2023	
Precept requested	Annual	January 23	

Payments approval procedure	Annual	15.05.23	
Bank reconciliations overseen by Councillors	Quarterly	9 th October 23	
Clerk's salary reviewed & documented	Annual	9 th October 23	
Chairman's allowance reviewed & agreed	Annual		
Internal Audit	Annual	April 23	Completed GAPTC
External Audit	N/A		
Internal check of financial records	Annual		
Record keeping:			
Minutes properly numbered etc	On-going	9 th October 2023	
Asset Register available/updated	On-going	9 th October 2023	
Financial Regulations available/updated	On-going		
Standing orders available/updated	On-going		
Backups taken of computer records	Weekly	Weekly	
Archived computer records	Monthly	October 23	
Employees & Contractors:			
Contracts of employment	Annual	December 2022	
Contractors' indemnity insurance	On-going		
Written arrangements with contractors	On-going		
Members' Responsibilities:			
New Code of Conduct adopted	Once	13.02.23	
Register of Interests completed & updated	On-going		
Register of Gift/Hospitality	On-going		
Declarations of Interests minuted	On-going		

The information given above was agreed at a meeting held on:
(Day/month/year)

Signed:

Date:

(Chair)