

**MUCH MARCLE PARISH COUNCIL RISK SCHEDULE**

<b>Item</b>	<b>Frequency</b>	<b>Last Reviewed</b>	<b>Comments / Actions</b>
<b>Parish Council Insurance:</b>			
Public & Employers Liability	Annual	June 2023	Three year agreement until August 2025
Volunteers	Annual	June 2023	
Money & Fidelity Guarantee	Annual	June 2023	
Personal Accident	Annual	June 2023	
<b>Buildings cover for:</b>			
Parish owned property and assets			
such as:			
Playground equipment	Annual	n/a	
Seats & benches	Annual	n/a	
Parish notice boards	Bi - Annual	July and Oct 23	Bi – Annual Asset check
Bus shelters	Bi-Annual	July and Oct 23	Old Pike Bus Shelter maintenance completed Oct 23
Defibrillator	Quarterly		Checks for battery and pads up to date.
Check Village Hall insured by			
Village Hall Management Committee	Annual		To be obtained, email sent 03.11.23
<b>Inspection of Playground equipment by qualified inspector</b>	Quarterly	n/a	
<b>Gas Safety check &amp; certificate on Parish owned properties</b>	Annual	n/a	
<b>Other Inspections/Maintenance – PC owned:</b>			
Tree maintenance on Recreation ground	As required.	August 2023	Crown raising trees at Bartons Field
Goalpost bar-bolts fitted to make secure	Quarterly	n/a	
Tree maintenance at properties owned	Quarterly	n/a	
Tree maintenance in memorial gardens	Quarterly	n/a	
Playground equipment inspection by PC	Weekly	n/a	
Tree inspection by PC	As required, adverse weather		
Tree Survey	Annual	27 <sup>th</sup> July 2023	
<b>Financial Matters</b>			
Banking arrangements	Annual	May 2023	Transfer of banking arrangements from Lloyds to Unity Bank
Insurance providers	Annual	June 2023	3 year contract to 2025
VAT return completed and submitted	Annual	April 2023	
Contingency fund for:			
Additional audit fee	Annual	Dec	At budget setting
Annual salary review	Annual		At budget setting and as NJC scales announced

Cover for staff sick periods			
Bye-elections	Annual		As required
Other	Annual		
Budget agreed, monitored & reported	Quarterly		At ordinary meetings. Full budget review in December
Precept requested	Annual	January 2023	
Payments approval procedure	Annual	Annual Meeting	
Bank reconciliations overseen by Councillors	Quarterly		At ordinary meetings.
Clerk's salary reviewed & documented	Annual	January 2023	
Chairman's allowance reviewed & agreed	Annual	Annual Meeting	
Internal Audit	Annual	Annual Meeting	
External Audit	Annual	n/a	
Internal check of financial records	Annual	December	
<b>Record keeping:</b>			
Minutes properly numbered etc	On-going		
Asset Register available/updated	On-going		
Financial Regulations available/updated	On-going		
Standing orders available/updated	On-going		
Backups taken of computer records	Weekly		
Archived computer records	Monthly		
<b>Employees &amp; Contractors:</b>			
Contracts of employment	Annual	January 2023	
Contractors' indemnity insurance	On-going		
Written arrangements with contractors	On-going		
<b>Members' Responsibilities:</b>			
New Code of Conduct adopted	Once	May 2023	
Register of Interests completed & updated	On-going	July 23	Updated May 23, further update July 23.
Register of Gift/Hospitality	On-going		
Declarations of Interests minuted	On-going	At each meeting	

*The above is not exhaustive. Each Parish Council will have individual needs.*

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

**Signed:**

**Date:**

**(Chairman)**