

**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	August 2024	Three year agreement until August 2025
Volunteers	Annual	August 2024	
Money & Fidelity Guarantee	Annual	August 2024	
Personal Accident	Annual	August 2024	
<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	Removed August 24	Bi – Annual Asset check
Bus shelters	Bi-Annual	July 24	Old Pike Bus Shelter maintenance required to roof
Defibrillator	Quarterly	July 24	Checks for battery and pads up to date, due Aug 25
Check Village Hall insured by Village Hall Management Committee	Annual	November 2023	
<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 24	Bartons Field upkeep
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	12 <sup>th</sup> August 2024	
<b>Financial Matters</b>			
Banking arrangements	Annual	May 2024	
Insurance providers	Annual	August 2024	3 year contract to 2025
VAT return completed and submitted	Annual	May 2024	
Contingency fund for:			

Additional audit fee	Annual	Dec 23	At budget setting
Annual salary review	Annual	October 24	At budget setting and as NJC scales announced – TBC at annual appraisal in January 24.
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 2024	
Payments approval procedure	Annual	Annual Meeting	
Bank reconciliations overseen by Councillors	Quarterly		At ordinary meetings.
Clerk's salary reviewed & documented	Annual	October 2024	CiLCA gained – considered at Finance Working Group 25-26 budget meeting.
Chairman's allowance reviewed & agreed	Annual	Annual Meeting	
Internal Audit	Annual	Annual Meeting	
External Audit	Annual	Annual Meeting	Grants received 2023 took over £25000 income
Internal check of financial records	Annual	May 2024	
<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	May 2024	Updated May 23, further update July 23.
Register of Gift/Hospitality	On-going		
Declarations of Interests minuted	On-going	At each meeting	

The information given above was agreed at a meeting held on: 11.09.2024

To be reviewed quarterly.