

MUCH MARCLE PARISH COUNCIL RISK SCHEDULE

Item	Frequency	Last Reviewed	Comments / Actions
Parish Council Insurance:			
Public & Employers Liability	Annual	July 2025	Three year agreement until July 2028
Volunteers	Annual	July 2025	
Money & Fidelity Guarantee	Annual	July 2025	
Personal Accident	Annual	July 2025	
Buildings cover for:			
Parish owned property and assets			
such as:			
Playground equipment	Annual	n/a	
Seats & benches	Annual	n/a	
Parish notice boards	Bi - Annual	July 2025	New October 2024 Bi – Annual Asset check
Bus shelters	Bi-Annual	March 2025	Old Pike Bus Shelter maintenance required to roof
Defibrillator	Quarterly	Aug 25	Battery and pads replaced Aug 25
Check Village Hall insured by			
Village Hall Management Committee	Annual	May 2025	Date of expiry 25 th June 2026
The Rushall Club	Annual	July 2025	Date of expiry 25 th March 2026
Inspection of Playground equipment by qualified inspector	Quarterly	n/a	
Gas Safety check & certificate on Parish owned properties	Annual	n/a	
Other Inspections/Maintenance – PC owned:			
Tree maintenance on Recreation ground	As required.	July 2025	Bartons Field Tree Report
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 th August 2024	
Financial Matters			
Banking arrangements	Annual	May 2025	
Insurance providers	Annual	July 2025	3 year contract to 2028
VAT return completed and submitted	Annual	May 2025	
Contingency fund for:			
Additional audit fee	Annual	Not required	At budget setting

Annual salary review	Annual	April 2025	At budget setting and as NJC scales announced – TBC at annual appraisal in April 2025.
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 2025	
Payments approval procedure	Annual	Annual Meeting	
Bank reconciliations overseen by Councillors	Quarterly		At ordinary meetings.
Clerk's salary reviewed & documented	Annual	April 2025	CiLCA gained – considered at Finance Working Group 25-26 budget meeting. On May 2025 Agenda
Chairman's allowance reviewed & agreed	Annual	Annual Meeting	Does not have one.
Internal Audit	Annual	Annual Meeting	
External Audit	Annual	Annual Meeting	N/A 2024
Internal check of financial records	Annual	May 2025	
Record keeping:			
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		
Employees & Contractors:			
Contracts of employment	Annual	January 2023	
Contractors' indemnity insurance	On-going		
Written arrangements with contractors	On-going		
Members' Responsibilities:			
New Code of Conduct adopted	Once	May 2023	Approved annually
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: 13.11.24, agenda in May 2025

To be reviewed quarterly.