

BROADWAS & COTHERIDGE PARISH COUNCIL RISK SCHEDULE- MAY2023

		LAST	PERSON(S)		
Parish Council Insurance by BHIB including	FREQUENCY	REVIEWED	RESPONSIBLE	COMMENTS/ACTIONS	
Public & Employers Liability	Annual	15/05/2023	Clerk	To be considered at annual AGM May renewal 01/06/24	
Money & Fidelity Guarantee	Annual	15/05/2023	Clerk	ditto	
Personal Accident	Annual	15/05/2023	Clerk	ditto	
Buildings cover for Parish Owned Property and Assets such as:					
Playground Equipment	Annual	15/05/2023	Clerk	ditto	
Seats & Benches	Annual	15/05/2023	Clerk	ditto	
SSSI/Parish Notice Boards	Annual	15/05/2023	Clerk	ditto	
Street furniture, bus shelter	Annual	15/05/2023	Clerk	ditto	
Container	Annual	15/05/2023	Clerk	NOT IN USE	
Village Hall Insurance provided by Allied Westminster	Annual		Clerk	Renewal due July 2023 (Village Hall Man. Committee responsibility)	
Inspection of Playground equipment by qualified Inspector	Annual	13/07/2023	Clerk		
Other Inspections/Maintenance:Risk Management					
Bus Shelters and Notice Boards	Monthly	15/05/2023	Clerk		
Berryfields/Playground/Broad Green	fortnightly	15/05/2023	PLO		
Footpaths and Bridleways	on-going		PM		
Village Hall	Quarterly	15/05/2023	KB		
VAS mobile unit battery replacement	weekly	ONGOING		Cllr. Replace battery when required.	
Defibrillator	Weekly	ONGOING	Councillor	Fortnightly battery checks	
Freedom of Information publication scheme	Annual	15/05/2023		Ongoing	
Standing orders		12/09/2023		Sep-24	
Financial Regulations	Annual	12/10/2023	Clerk	Oct-24	
Appointed Internal Auditor	Annual	13/03/2023	Clerk	Helen Du Bois	
Financial Matters:					
Banking Arrangements LLOYDS	Annual	15/05/2023	Clerk	Next due May 22 or as required	
VAT return completed and submitted	on-going		Clerk	Claim over £100 and end of financial year	
PAYE real time entries	monthly	May-23	Clerk		
PAYE real time annual end of year return	Yrly/April	01-May	Clerk		
Contingencies for:	Additional audit fee	Annual	15/05/2023	Clerk	Included in budget
	Annual salary review	Annual	15/05/2023	Clerk/Chairman	Included in budget
	elections	Annual		Clerk/Chairman	n/a
Budget agreed, monitored & reported	Annual	Jan-23	Clerk/Chairman	Jan-24	
Precept requested	Annual	Jan-23	Clerk/Council	Jan-24	
Payments approval procedure	Annual	15/05/2023	Clerk	See financial regulations	
Bank Reconciliations overseen by Councilors	monthly	15/05/2023	Clerk	done by Chairman at each PC meeting	
Internal audit and check of financial records	Annual	24/06/2023	Internal auditor	Signed by Helen Bu Bois	
Annual return completed	Annual	28/06/2023	Clerk		
Record Keeping:					
Minutes properly numbered etc	On-going	xxxxxxxxxx	Clerk		
Asset Register available/updated	On-going	xxxxxxxxxx	Clerk		
Financial Regulations available/updated	On-going	15/05/2023	Clerk		
Standing Orders available/updated	TBD	15/05/2023			
Backups taken of computer records	Monthly		Clerk	daily	
Archived computer records	Monthly	Apr-21	Clerk		
Training record of courses attended	On-going	xxxxxxxxxx	Clerk		
Employees & Contractors:					
Clerks contract reviewed	annually	Apr-23	Clerk/Chairman		
Clerks salary reviewed and documented	as above	Apr-23	as above		
Lengthsman our Contract with Worcs CC	Annual	Apr-23	Clerk	due for review in Apr 24	
Lengthsman's Contracts of Employment	Annual	Apr-23	Clerk	Due April 24	
Lengthsman's indemnity insurance	Annual	Apr-23	Clerk	Due for review July 2024	
Path Warden's hedge-cutter annual service	Annual	xxxxxxxxxx	Clerk		
Grasscutting Contract with RJC	Annual	Apr-23	Clerk	Due for review Apr 24	
Grasscutting indemnity insurance certificate (copy)					
Members' Responsibilities:					
New Code of Conduct adopted	Adopted	13/06/2022			
Register of Interests completed & updated	On-going	xxxxxxxxxx	Clerk	2019 election year, all new forms completed	
Declarations of interests minuted	On-going	xxxxxxxxxx	Clerk	xx	

Dates to remember

Agreement for School Car Park with Worc CC	10 yearly	26.2.2014	Clerk	RENEWAL 26.02.2024
Agreement with Natural England re Broad Green Stewardship	Annually renewed	11.1.2009	Clerk	RENEWAL 01.12.2024
Website Domain renewal	05/08/2022	Check that it's definitely 2 years...		Renewal 05/08/2024