

BROADWAS & COTHERIDGE PARISH COUNCIL RISK SCHEDULE- MAY 2025

		LAST	PERSON(S)	
Parish Council Insurance by BHIB including	FREQUENCY	REVIEWED	RESPONSIBLE	COMMENTS/ACTIONS
Public & Employers Liability	Annual	14/05/2025	Clerk	To be considered at ACM May 2026
Money & Fidelity Guarantee	Annual	14/05/2025	Clerk	ditto
Personal Accident	Annual	14/05/2025	Clerk	ditto
Buildings cover for Parish Owned Property and Assets such as:		14/05/2025		ditto
Playground Equipment	Annual	14/05/2025	Clerk	ditto
Seats & Benches	Annual	14/05/2025	Clerk	ditto
SSSI/Parish Notice Boards	Annual	14/05/2025	Clerk	ditto
Street furniture, bus shelter	Annual	14/05/2025	Clerk	ditto
Container	Annual	14/05/2025	Clerk	NOT IN USE
Inspection of Playground equipment by qualified Inspector	Annual	01/09/2024	Clerk	Due Sept 2025
Other Inspections/Maintenance:Risk Management				
Bus Shelters and Notice Boards	Monthly	ONGOING	Clerk	
Berryfields/Playground/Broad Green	fortnightly	ONGOING	Clerk	
Footpaths and Bridleways	on-going			
Village Hall	Quarterly		BVHC	
VAS mobile unit battery replacement	Monthly	ONGOING	Lengthsman	Checked monthly and changed battery when require
Defibrillator	Monthly	ONGOING	Clerk	Battery checks
Freedom of Information publication scheme	3 yearly	06/03/2024	Clerk	Mar-27
Standing orders	Annually	01/06/2025	Clerk	Jun-26
Financial Regulations	Annually	01/06/2025	Clerk	Jun-26
Appointed Internal Auditor	Annually	11/09/2024	Clerk	Ruth Mullett
Financial Matters:				
Banking Arrangements LLOYDS	Annually	01/06/2025	Clerk	As required reviewed at least annually Fin Regs
VAT return completed and submitted	on-going	29/02/2024	Clerk	VAT for 2024-25 submitted April 25
PAYE real time entries	monthly		Councillor	Cllr Cullen
PAYE real time annual end of year return	Yrly/April	01-May	Councillor	Cllr Cullen
Contingencies for:				
Additional audit fee	Annual	13/11/2024	Clerk	Included in budget
Annual salary review	Annual	13/11/2024	Clerk/Chairman	Included in budget
elections	Annual	13/11/2024	Clerk/Chairman	Included in budget
Budget agreed, monitored & reported	Annual	Nov-24	Clerk/Chairman	
Precept requested	Annual	Jan-25	Clerk/Council	
Payments approval procedure	Annual	01/06/2025	Clerk	See financial regulations
Bank Reconciliations overseen by Councilors	monthly		Clerk	done at each PC meeting
Internal audit and check of financial records	Annual	01/05/2025	Internal auditor	R Mullett

Annual return completed	Annual	01/06/2025	Clerk	Due by end June 2026
Record Keeping:				
Minutes properly numbered etc	On-going	ONGOING	Clerk	
Asset Register available/updated	On-going	22/05/2024	Clerk	Aug 25
Financial Regulations available/updated	On-going	01/06/2025	Clerk	
Standing Orders available/updated	Annual	01/06/2025	Clerk	
Backups taken of computer records	Monthly		Clerk	Daily have a google drive account
Archived computer records	Monthly		Clerk	
Training record of courses attended	On-going		Clerk	
Employees & Contractors:				
Clerks contract reviewed	Annually		Clerk/Chairman	Reviewed annually
Clerks salary reviewed and documented	Annually		as above	
Lengthsman our Contract with Worcs CC	Annual	Apr-25	Clerk	due for review in Apr 26
Lengthsman's Contracts of Employment	Annual	Apr-25	Clerk	
Lengthsman's indemnity insurance	Annual	Apr-25	Clerk	
Path Warden's hedge-cutter annual service	Annual		Clerk	
Grasscutting Contract	Annual	Apr-25	Clerk	3year contract renew April 27
Grasscutting indemnity insurance certificate (copy)	Annual	Apr-25	Clerk	
Members' Responsibilities:				
New Code of Conduct adopted	Adopted	Jun-25	Clerk	Reviewed annually
Register of Interests completed & updated	On-going	May-23	Clerk	2023 election year, all new forms completed
Declarations of interests minuted	On-going		Clerk	

Dates to remember

Agreement for School Car Park with Worc CC	10 yearly Annually	26.2.2014	Clerk	RENEWAL 26.02.2024 ongoing with WCC
Agreement with Natural England re Broad Green Stewardship	renewed	11.1.2009	Clerk	RENEWAL 01.09.2029
Website Domain renewal	05/08/2024	2 years	Clerk	Renewal 05/08/2026

The information given above was agreed at the Meeting held on 13th Aug 2025 as being a correct record.

Signed: _____ Date: 13.08.25

Chairman