

**PAUNTLEY PARISH COUNCIL RISK SCHEDULE**

Item	Frequency	Last Reviewed	Comments / Actions
<b>Parish Council Insurance:</b>			
Public & Employers Liability	Annual	12.05.25	Policy 01.06.22-31.05.26
.Volunteers	Annual	12.05.25	3 year agreement
Money & Fidelity Guarantee	Annual	12.05.25	
Personal Accident	Annual	12.05.25	
<b>Buildings cover for:</b>			
Parish owned property and assets			
such as:			
Playground equipment	n/a		
Seats & benches at Village Hall	Annual		
Parish notice board	Bi-Annual	01.06.25	New backing felt tiles added summer 2023
Bus Shelters	Bi-annual	01.06.25	Maintenance completed summer 2023
Petanque Court	Bi-annual	01.06.25	
Check Village Hall insured by			
Village Hall Management Committee	Annual	12.07.25-11.07.26	Zurich 3 year LTA to 11.07.28
<b>Inspection of Playground equipment by qualified inspector</b>			
	n/a		
<b>Gas Safety check &amp; certificate on Parish owned properties</b>			
	n/a		
<b>Other Inspections/Maintenance – PC owned:</b>			
<i>Tree maintenance at Village Hall/Compton Green</i>	<i>Annual</i>	<i>14.11.24</i>	<i>Two trees to be felled These have now been felled. Trees at VH been pruned.</i>
Playground equipment inspection by PC	n/a		
<i>Tree inspection by PC</i>	<i>As required</i>	<i>Nov 24</i>	Estimates received to work on two trees at the entrance to the Village Hall. <b>Now been pruned.</b>
<b>Financial Matters</b>			
Banking arrangements	Annual	12.05.25	
Insurance providers	Annual	12.05.25	
VAT return completed and submitted	Annual	05.06.25	
Contingency fund for:			
Additional audit fee	Annual	14.10.24	Budget Extra Meeting
Annual salary review	Annual	14.04.25	
Cover for staff sick periods			

Bye-elections	Annual	14.10.24	
Other	Annual	14.10.24	
Budget agreed, monitored & reported	Quarterly	Dec 2024	
Precept requested	Annual	Dec 2024	
Payments approval procedure	Annual	12.05.25	
Bank reconciliations overseen by Councillors	Quarterly	At each meeting	
Clerk's salary reviewed & documented	Annual	14.04.25	
Chairman's allowance reviewed & agreed	N/A		
Internal Audit	Annual	12.05.25	Completed GAPTC
External Audit	N/A		
Internal check of financial records	Annual	To be done	
<b>Record keeping:</b>			
Minutes properly numbered etc	On-going	At each meeting	
Asset Register available/updated	On-going	April 2025	
Financial Regulations available/updated	On-going	12.05.25	
Standing orders available/updated	On-going	12.05.25	
Backups taken of computer records	Weekly	Weekly	
Archived computer records	Monthly	December 24	
<b>Employees &amp; Contractors:</b>			
Contracts of employment	Annual	December 2023	
Contractors' indemnity insurance	On-going		
Written arrangements with contractors	On-going		
<b>Members' Responsibilities:</b>			
New Code of Conduct adopted	Once	13.02.23	
Register of Interests completed & updated	On-going		
Register of Gift/Hospitality	On-going		
Declarations of Interests minuted	On-going		

Adopted 11.12.2023

The information given above was agreed at a meeting held on:  
9<sup>th</sup> December 2024

Signed: *P Eastabrook*

Date: *9<sup>th</sup> December 2024*

(Chair)