

PAUNTLEY PARISH COUNCIL RISK SCHEDULE

Item	Frequency	Last Reviewed	Comments / Actions
Parish Council Insurance:			
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	
Buildings cover for:			
Parish owned property and assets			
such as:			
Parish notice board	Bi-Annual	01.06.25	New backing felt tiles added summer 2023 Big one needs varnishing – ask Grounds Maintenance.
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
Inspection of Playground equipment by qualified inspector			
	n/a		
Gas Safety check & certificate on Parish owned properties			
	n/a		
Other Inspections/Maintenance – PC owned:			
<i>Tree maintenance at Compton Green</i>	Annual	14.11.24	To be arranged for November 2025
<i>Tree inspection by PC</i>	As required		Councillors responsible for checking and reporting after adverse weather.
Financial Matters			
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	04.11.25	Completed 04.11.2025
Record keeping:			
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	
Employees & Contractors:			
Contracts of employment	Annual	December 2023	
Contractors' indemnity insurance	On-going		
Written arrangements with contractors	On-going		
Members' Responsibilities:			
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		

First Adopted 11.12.2023, amended as required.

The information given above to be monitored quarterly at full ordinary meetings.