

ABBERLEY Parish Council Risk Schedule 2024/25

Item	Frequency	Last Reviewed	Comments / Actions
Parish Council Insurance			
Including:			
Public & Employers Liability	Annual	March 2024	
Volunteers	Annual	March 2024	
Money & Fidelity Guarantee	Annual	March 2024	
Personal Accident	Annual	March 2024	
Buildings cover for:			
Parish Owned Property			
and Assets such as:			
Defibrillator and speed sign	Annual	March 2024	
Parish Notice Board	Annual	March 2024	
Financial Matters:			
Banking Arrangements	Annual	March 2024	
Insurance Providers	Annual	March 2024	
VAT return completed and submitted	Bi-annual	beginning Nov 23	
Contingency fund for:			
additional audit fee	Annual	n/a	
annual salary review	Annual	September 2023	
bi-elections	Annual	n/a	Not Included in reserves
Election		n/a	Included in reserves
Budget agreed, monitored & reported	Quarterly + informal at each meeting	November 2023	
Precept requested	Annual	November 2023	
Payments approval procedure	Annual	May 2024	
Bank Reconciliations overseen by Councillors	Quarterly	April 2024	
Clerks salary reviewed & documented	Annual	September 2023	
Chairman's honorarium reviewed & agreed	Annual	n/a	Not completed
Internal Audit	Annual	April 2024	
External Audit	Annual	April 2024	
Internal check of financial records	Annual	April 2024	
Record Keeping:			
Minutes properly numbered etc	On-going		
Asset Register available/updated	On-going	March 2024	
Financial Regulations available/updated	On-going	May 2023	Reviewed May 23 PC meeting
Standing Orders available/updated	On-going	Reviewed 2023	Reviewed May 23 PC meeting
Backups taken of computer records	Monthly	April 2024	Completed March 23
Archived computer records	Quarterly	March 2024	completed
Employees & Contractors:			
Contracts of employment	Annual	March 2024	Lengthsman WCC contract renewed with effect from 22/4/21
Contractors' indemnity insurance	On-going	April 2024	Lengthsman contractor - Public liability Insurance documentation valid until
Written arrangements with contractors	On-going	April 2024	Order and T&C's forwarded to Grass-cutting contractor

Members' Responsibilities:			
Register of Interests completed & updated	On-going	May 2024	To be reminded at May 2024 AMPC and at each meeting if changes occur
Register of Gift/Hospitality	On-going	N/A	
Declarations of interests minuted	On-going	Ongoing monthly	