

BROADWAS & COTHERIDGE PARISH COUNCIL RISK SCHEDULE

		LAST	PERSON(S)	
Parish Council Insurance by BHIB including	FREQUENCY	REVIEWED	RESPONSIBLE	COMMENTS/ACTIONS
Public & Employers Liability	Annual	1.5.2019	Clerk	Next due May 2020
Money & Fidelity Guarantee	Annual	1.5.2019	Clerk	ditto
Personal Accident	Annual	1.5.2019	Clerk	ditto
Buildings cover for Parish Owned Property and Assets such as:				ditto
Playground Equipment	Annual	1.5.2019	Clerk	ditto
Seats & Benches	Annual	1.5.2019	Clerk	ditto
SSSI/Parish Notice Boards	Annual	1.5.2019	Clerk	ditto
Street furniture, bus shelter	Annual	1.5.2019	Clerk	ditto
Container	Annual	1.5.2019	Clerk	
Village Hall Insurance provided by Allied Westminster	Annual	1.5.2019	Clerk	Renewal due July 2019
Inspection of Playground equipment by qualified Inspector	Annual	1.5.2019	Clerk	ROSPA visit due April/May 2020
Other Inspections/Maintenance:Risk Management				
Bus Shelters and Notice Boards	Quarterly	1.6.2019	Clerk	Next due July 2020
Berryfields/Playground/Broad Green	Monthly	01/06/2019	PLO	Next due July 2020
Footpaths and Bridleways	on-going		PM	
Village Hall	Quarterly	1.7.2016	KB	Next due July 2020
VAS mobile unit battery replacement	weekly			Cllr. Replace battery when required.
Defibrillator	Weekly		RB	Fortnightly battery checks
Freedom of Information publication scheme	Annual	May	Clerk	Ongoing
Standing orders		Apr-20		
Financial Regulations	Annual	1.3.20	Clerk	Reviewd at annual meeting next due May 2020
Appointed Internal Auditor	Annual	Apr-20	Clerk	Diane Malley
Financial Matters:				
Banking Arrangements LLOYDS TSB and NS & I	Annual	Dec-19	Clerk	Next due Dec 2020
VAT return completed and submitted	on-going	31/12/2019	Clerk	
PAYE real time entries	monthly	05.04.20	Clerk	
PAYE real time annual end of year return	Yrly/April	05.04.20	Clerk	Apr-19
Contingencies for:				
Additional audit fee	Annual	May-19	Clerk	Included in budget
Annual salary review	Annual	Mar-20	Clerk/Chairman	Included in budget
elections	Annual	May-19	Clerk/Chairman	Included in budget
Budget agreed, monitored & reported	Annual	Apr-20	Clerk/Chairman	
Precept requested	Annual	Dec-19	Clerk/Council	due jan 18
Payments approval procedure	Annual	May-12	Clerk	See financial regulations
Bank Reconciliations overseen by Councilors	monthly	Apr-20	Clerk	done by Chairman at each PC meeting

