

STEEPLE ASHTON PARISH COUNCIL PARISH COUNCIL RISK SCHEDULE 2024-2025		
Item		
Parish Council Insurance including Public & Employers Liability	Annual	Insurance due for renewal May 2024.
Money & Fidelity Guarantee	Annual	To be reviewed May 2024.
Personal Accident		N/A
Buildings Cover for Parish Owned Property/ community		To be reviewed May 2024.
Inspection of Playground equipment		Qualified contractor in place for weekly inspections
By qualified Inspector		Annually
Financial Matters:		
Banking Arrangements	Annual	Scheduled for review at the AGM
Insurance Providers	Annual	<i>To be reviewed May 2024 when policy due for renewal</i>
VAT return completed/submitted		<i>Refund to be submitted at year end</i>
Additional audit fee	Annual	Allocated funds available in budget
By-elections	Annual	None scheduled
Budget agreed, monitored and reported	Quarterly	Done
Precept requested	Annual	January 2024
Payments approval procedure	Annual	Financial Regulations in place – Reviewed November 2023

Clerk's Salary reviewed & documented	Annual	Reviewed January 2024
Use of Home as Office Allowance	Annual	To be claimed yearly
Chairman's Allowance reviewed & agreed	Annual	N/A
Members' Allowance reviewed & agreed	Annual	N/A
Internal Audit	Annual	<i>Appointed March 2024</i>
External Audit	Annual	To be submitted June 2024
Internal check of financial records	Annual	<i>To be done at year end</i>
Record Keeping:		
Minutes properly numbered	On-going	Agreed each meeting
Asset Register available/updated	On-going	Reviewed annually
Financial Regulations available/updated	On-going	Reviewed November 2023
New model Standing Orders available/updated		Reviewed November 2023
Backups taken of computer records	daily	offsite server
Employees & Contractors:		
Contracts of employment	Annual	Reviewed December 2022
Members' Responsibilities:		
New Code of Conduct adopted	On-going	Adopted
Register of Interests completed & updated	On-going	
Register of Gifts/Hospitality	On-going	No adjustment required
Declarations of interests minuted	On-going	Each meeting

