

<b>NORTON ST PHILIP PARISH COUNCIL RISK SCHEDULE 2024/25</b>		
<b>Item</b>		
Parish Council Insurance including Public & Employers Liability	Annual	Insurance due 31 <sup>st</sup> May 2024
Money & Fidelity Guarantee	Annual	Currently stands at a prudent level of £94,000.
Personal Accident		N/A
Buildings Cover for Parish Owned Property/ community		To be reviewed May 2024
Gas Safety Check /Fire/Electrical –	Annual	Palaret Hall Committee
“	Annual	Palaret Hall Committee
Inspection of Playground equipment By qualified Inspector		Church Mead Management Committee
<b>Other Inspections/Maintenance:</b>		
Tree Maintenance – Rec Grounds		Church Mead Management Committee
Tree Maintenance		As and when required
<b>Financial Matters:</b>		
Banking Arrangements	Annual	Reviewed and new arrangements approved February 2024.
Insurance Providers	Annual	<i>Scheduled for review 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	None

By-elections	Annual	N/A
Budget agreed, monitored and reported	Quarterly	Process concluded in January for precept submission, reviewed in year.
Precept requested	Annual	January 2024
Payments approval procedure	Annual	Reviewed May 2023. Scheduled for review May 2024.
Bank Reconciliations	Quarterly	Approved by Council monthly.
Clerk's Salary reviewed & documented	Annual	Monitored monthly
Use of Home as Office Allowance	Annual	Reviewed in year and at budget setting. No adjustments required.
Chairman's Allowance reviewed & agreed	Annual	Expenses met as required by separate Council resolution when approving Payments.
Members' Allowance reviewed & agreed	Annual	N/A
Internal Audit	Annual	New auditor appointed January 2024
External Audit	Annual	Deliver to nominated auditor
Internal check of financial records	Annual	To be done at year end
<b>Record Keeping:</b>		
Minutes properly numbered	On-going	Agreed each meeting
Asset Register available/updated	On-going	Clerk reviewed March 2024 – on agenda for adoption
Financial Regulations available/updated	On-going	New regulations adopted May 2023 – reviewed annually
New model Standing Orders available/updated		New Standing Orders adopted May 2023 – reviewed annually
Backups taken of computer records	Hourly	System on external servers under maintenance contract
<b>Employees &amp; Contractors:</b>		
Contracts of employment	Annual	Last reviewed 2023
Contractors' Indemnity Insurance		N/A
Written arrangements with contractors		N/A

<b>Members' Responsibilities:</b>		
New Code of Conduct adopted	On-going	Adopted 2022
Register of Interests completed & updated	On-going	Completed after elections in 2022
Register of Gifts/Hospitality	On-going	No adjustment required
Declarations of interests minuted	On-going	Each meeting

**The information given above agreed at the Meeting held on 13 March 2024 as being a correct record.**

**Signed:**

**Date:**

**Chairman**

**Clerk**

