


BGPC Risk Schedule

Item	Frequency	Last Reviewed	Comments / Actions
Parish Council Insurance:			
Public & Employers Liability	Annual	May 18	1 year policy – review May 19
Volunteers	Annual	"	
Money & Fidelity Guarantee	Annual	"	
Personal Accident	Annual	"	
Buildings cover for:			
Parish owned property and assets	Annual		
Seat at Adforton		May 18	
Parish notice boards		May 18	July 2015 - £80 p.a. to be set aside in 2016/17 budget to cover this <i>Change to current date</i>
Fence at Adforton		May 18	
Car Park at Adforton		May 18	
Traffic mirror		May 18	Purchased November 16
Monitor for Clerk's PC		May 18	Purchased May 17
Filing Cabinet		May 18	Purchased November 17 (second hand)
Tower for Clerk's PC		May 18	Replaced by laptop and written off (hard drive destroyed)
Laptop for Clerk		April 18	Purchased April 18
Financial Matters:			
Banking arrangements	Quarterly	March 18	Quarterly report from RFO and as part of Internal Audit
Insurance providers	Annual	May 18	
VAT return completed & submitted	Annual	Feb 17	To be done by June 18 meeting
Contingency fund for:			
Additional audit fee	Annual	May 18	Allowed for in current budget
Annual salary review	Annual	April 17	New National Pay scale from April 18
By-elections	Annual		
Other	Annual	May 18	Training for Councillors/ Clerk £250 p.a.
Budget agreed, monitored & reported	Quarterly	Nov 17	On BGPC website and Minutes
Precept requested	Annual	Dec 17	
Payments approval procedure	Annual	June 17	Checked by IA
Bank reconciliations overseen by Councillors	Quarterly	Mar 18	
Clerk's salary reviewed & documented	Annual	Dec 17	SCP22 agreed Minutes 25.4.17 item 5.2 and Minutes 21.11.17 item 17
Chairman's allowance reviewed & agreed	Annual		Currently no allowance claimed
Internal Audit	Annual	June 18	
External Audit	Annual	July 17	N/A for 2018 - Exemption
Internal check of financial records	Quarterly	March 18	
Record keeping:			

Minutes properly numbered etc	On-going	June 18	Checked by Internal Auditor
Asset Register available/updated	On-going	May 18	Approved by PC
Financial Regulations available/updated	On-going	June 18	On BGPC website
Standing orders available/updated	On-going	May 18	On BGPC website – new ones adopted May 18
Backups taken of computer records	Weekly		
Archived computer records	Monthly		
Employees & Contractors:			
Contracts of employment	Annual	December 17	Clerk took on RFO post August 16 – additional 5 hours per month (now 31 per month in total)
Contractors' indemnity insurance	On-going	May 18	Joe Thomas (P3) certificate expires 6.11. 18; Lengthsman certificate expires 10.9.18
Written arrangements with contractors	On-going	Feb 18	Lengthsman/P3 Contract approved and sent to HC <i>May 18</i>
Members' Responsibilities:			
New Code of Conduct adopted	Once	July 12	
Register of Interests completed & updated	On-going	May 18	At Annual Meeting of PC or as necessary where changes occur
Declarations of Interest minuted	On-going		On agenda at monthly meeting and recorded in book and Minutes

The information given above was agreed at a meeting held on : *15.5.18*
(Day/month/year)

Signed: 
Chairman *S. WHITEMAN*

Date: *15/5/18*