DYMOCK PARISH COUNCIL RISK SCHEDULE

Item	Frequency	Last Reviewed	Comments / Actions
Parish Council Insurance:			
Public & Employers Liability	Annual	October 2024	1st October 2022 – 3 year deal Clear Councils
Volunteers	Annual		
Money & Fidelity Guarantee	Annual		
Personal Accident	Annual		
War Memorial	Annual		
Buildings cover for:			
Parish owned property and assets			
such as:			
Beauchamp Arms Pub	Annual	October 2024	
Playground equipment	Annual		
Seats & benches	Annual		
War Memorial Annual	Annual		
Parish notice board	Annual		
Check Village Hall insured by			
Village Hall Management Committee	Annual		
Inspection of Playground equipment by	Annual	24th October 2024	
qualified inspector			
Gas Safety check & certificate on	Annual	N/A	
Parish owned properties			
Other Inspections/Maintenance – PC owned:			
Tree inspection by qualified inspector	Annual	November 24	Drill test completed on the tree in the PH carpark
Playground equipment inspection by PC	Monthly		
Tree inspection by PC	As required following adverse weather		
Public Conveniences	Weekly		Gareth Kemp
Wintours Green	Monthly		
Car Park – Parish Hall	Monthly		
Car Park – Winding Pool	Monthly		
Telephone Boxes	Quarterly		
Financial Matters			
Banking arrangements	Annual	May 2024	
Insurance providers	Annual	May 2024	
VAT return completed and submitted	Quarterly	Quarterly	Clerk/RFO via Scribe
Contingency fund for:			
Additional audit fee	Annual		

Annual salary review	Annual		
Cover for staff sick periods			
Bye-elections	Annual		
Other	Annual		
Budget agreed, monitored & reported	Quarterly	January 2025	
Precept requested	Annual	January 2025	
Payments approval procedure	Annual	May 2024	
Bank reconciliations overseen by Councillors	Monthly		At ordinary meetings
Clerk's salary reviewed & documented	Annual	September 2024	
Chairman's allowance reviewed & agreed	Annual	N.A	
Internal Audit	Annual	March 2024	
External Audit	Annual	June 2024	
Internal check of financial records	Annual	February 2025	
Record keeping:			
Minutes properly numbered etc	On-going		
Asset Register available/updated	On-going		
Financial Regulations available/updated	On-going	May 2024	
Standing orders available/updated	On-going	May 2024	
Backups taken of computer records	Weekly		Completed by Clerk
Archived computer records	Monthly	Dec 24	Documents sent to Gloucs Archive December 2024
Employees & Contractors:			
Contracts of employment	Annual	August 2023	
Contractors' indemnity insurance	On-going		
Written arrangements with contractors	On-going		
Members' Responsibilities:			
New Code of Conduct adopted	Once	September 2023	
Register of Interests completed & updated	On-going		
Register of Gift/Hospitality	On-going		
Declarations of Interests minuted	On-going		

The information given above was agreed at a meeting held on: 28.02. 2025

To be reviewed at the time of each ordinary meeting.