

<b>BRATTON PARISH COUNCIL PARISH COUNCIL RISK SCHEDULE 2024/2025 Item</b>		
Parish Council Insurance including Public & Employers Liability	Annual	Insurance due and scheduled for review March 2024.
Money & Fidelity Guarantee	Annual	Reviewed September 2019 and uplifted to £75,000. To be reviewed May 2024.
Personal Accident		N/A
Buildings Cover for Parish Owned Property/ community		To be reviewed May 2024.
Gas Safety Check /Fire/Electrical –	Annual	N/A
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Inspection of Playground equipment		Qualified contractor appointed for monthly inspection, weekly inspections carried out by trained members including the equipment at the Bratton Recreation Ground
By qualified Inspector		Annually
<b>Other Inspections/Maintenance:</b>		
<b>Financial Matters:</b>		
Banking Arrangements	Annual	Scheduled for review at the AGM
Insurance Providers	Annual	<i>Currently in 3 year LTA</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	New financial regulations adopted September 2019 – no change required
Clerk's Salary reviewed & documented	Annual	To be reviewed May 2024
Use of Home as Office Allowance	Annual	To be claimed bi-annually
Chairman's Allowance reviewed & agreed	Annual	N/A
Members' Allowance reviewed & agreed	Annual	N/A
Internal Audit	Annual	<i>To be appointed March 2024</i>
External Audit	Annual	Deliver to nominated auditor
Internal check of financial records	Annual	<i>To be done at year end</i>
<b>Record Keeping:</b>		
Minutes properly numbered	On-going	Agreed each meeting
Asset Register available/updated	On-going	Reviewed annually
Financial Regulations available/updated	On-going	Adopted September 2019 – reviewed annually,
New model Standing Orders available/updated		Adopted September 2019 – reviewed annually.
Backups taken of computer records	daily	offsite server
<b>Employees &amp; Contractors:</b>		
Contracts of employment	Annual	Reviewed May 2023
Contractors' Indemnity Insurance		To be reviewed by Council on appointment

Written arrangements with contractors		To be reviewed by Council on appointment
<b>Members' Responsibilities:</b>		
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