

BENTLEY PAUNCEFOOT PARISH COUNCIL

RISK REVIEW LOG FOR 2024/2025

Item	Frequency	Last Reviewed	Comments / Actions
Parish Council Insurance:			
Public & Employers' Liability	Annual	May 2023	Renewal due 1 st June 2024
Money & Fidelity Guarantee	Annual	May 2023	Renewal due 1 st June 2024
Personal Accident	Annual	May 2023	Renewal due 1 st June 2024
Assets			
The PC do not have any assets			
Lengthsman:			
Clean signs, clear headwalls & gullies	Ongoing	Monthly	On going
Side out footways, clear ditches etc	Ongoing	Monthly	On going
Financial Matters:			
Banking Arrangements	Annual	Monthly	Clerk reconciles the bank statement monthly / forwards reconciliation to Chair and Vice Chair and reports to bi monthly PC meeting
Insurance Providers	Annual	May 2023	Renewal due 1 st June 2024
VAT Return	Half yearly	March 2024	Completed March 2024
Precept Request	Annual	January 2024	Precept submitted to BDC
Receipts & Payments Procedure	Monthly	Monthly	Clerk reconciles the bank statement monthly / forwards reconciliation to Chair and Vice Chair and reports to bi monthly PC meeting
Bank Reconciliation	Monthly	Monthly	Clerk reconciles the bank statement monthly / forwards reconciliation to Chair and Vice Chair and reports to bi monthly PC meeting
Clerk's Salary Review	Annual	Annually (Date TBC)	As advised from CALC (NALC) added to Agenda for Parish Council approval
Chairman's Allowance Review	Annual	n/a	n/a
Internal Audit	Annual	May 2024	Completed
External Audit	Annual	May 2024	Outstanding
Internal Control Audit	Monthly	Monthly	Clerk reconciles the bank statement monthly / forwards reconciliation to Chair and Vice Chair and reports to bi monthly PC meeting
Record Keeping:			
Minutes	Ongoing	Last PC meeting	Signed by Chair person
Financial Regulations	Ongoing	May 2024	For review and approval
Standing Orders	Ongoing	May 2024	For review and approval

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Computer files	Backed up Bi monthly	Last PC meeting	Chair & RFO each hold a copy on memory stick
Member's Responsibilities:			
Code of Conduct Adopted	Ongoing	November 2021	Adopted latest edition
Register of Interests Completed	Ongoing	May 2023	All Councillors completed and forwarded to BDC
Register of Gift/Hospitality	Ongoing	n/a	

The Information given above was agreed at the Ordinary PC Meeting held on 21st May 2024 as being a correct record.

N. R. Rands

21/05/2024

Signed:

Date:

Chairman

C A Wood

21/05/2024

Signed:

Date:

Clerk & RFO