

Tutnall & Cobley Risk Assessment Schedule 2024/ 2025

Item	Frequency	Last Reviewed	Comments / Actions
Parish Council Insurance			
Including:			
Public & Employers Liability	Annual	31 03 25	
Volunteers	Annual	31 03 25	
Money & Fidelity Guarantee	Annual	31 03 25	
Officials Indemnity	Annual	31 03 25	
Libel & Slander	Annual	31 03 25	
Personal Accident	Annual	31 03 25	
Fixed Assets	Annual	31 03 25	
Policies & Procedures			
Freedom of Information publication scheme	Annual		
Members' Allowances scheme agreed and published	Annual	on BDC website	
Standing Orders	Annual		
Financial Regulations	Annual		
reimbursements receipts only, prior approval required			
for items over £20, mileage allowances at national rates	Annual		
Reserves Policy	Annual		part of budget process
Data Protection Act registration	Annual		
Appointment of Internal Auditor	Annual	31/03/2025	Internal Auditor appointed
Risk Assessment	Annual		
Complaints Procedure	Annual		
Parish Charter with Bromsgrove DC	Annual	n/a	
Community Emergency Plan	Annual		
Media Policy	Annual		
Financial Matters:			
Banking Arrangements	Annual	14 04 2020	Reviewed due to Covid restrictions
Insurance Providers	Annual	31 03 2024	
VAT return completed and submitted	Annual	22.9.2024	
Contingency fund for:	Annual		)
additional audit fee	Annual		) reviewed in budget process
annual salary review	Annual		)
Cover for staff sick periods	Annual	CALC	)
bye-elections	4 yearly		)
other	quarterly		
Budget agreed, monitored & reported	quarterly		
Precept requested	Annual	17.1.2025	
Payments approval procedure	quarterly		

Bank Reconciliations overseen by Councillors	quarterly		
Clerks salary reviewed & documented	Annual		
Chairman's allowance reviewed & agreed	Annual		part of budget process
Internal Audit	Annual	May-25	Sally Reeves
External Audit	Annual	Jul-25	PKF Littlejohn
Internal check of financial records	quarterly		
Annual Return completed plus two sets of notices	Annual	Jul-25	
HMRC Annual Return	Annual	April / June 25	
Record Keeping:			
Minutes properly numbered etc	On-going		
Asset Register available/updated	On-going		
Financial Regulations available/updated	On-going		
Standing Orders available/updated	On-going		
Complaints Procedure available	On-going		
Website updates	On-going		
Backups taken of computer records	weekly		
Archived computer records	Annually		
Employees & Contractors:			
Contracts of employment	Annual	Apr-16	employment contract signed
Employment Act 2008 to include CALC:	on-going		
Disciplinary & Grievance Procedures; Health & Safe	CALC/NALC		
Contractors' indemnity insurance			
Lengthsman / mowing contractor	On-going		
Written arrangements with contractors	On-going		
Members' Responsibilities:			
Code of Conduct re-adopted	On-going		
Register of Interests completed & updated	On-going		
Register of Gift/Hospitality	On-going		
Declarations of interests minuted	On-going		
provide Chairman with PAYE & website details	On-going		

updated Jan 16

The Information given above was agreed at the
Annual Meeting held
on 8 May 2025 as being a correct record.
Signed:

Chairman *Michael P. Ryan*

Signed: Clerk & Proper Officer