## Coleshill Town Council - Risk Assessment Schedule 2023/24

Tom Council Insurance  Buildings, sinest jorks assess, Public, Employees Liability Engineering Safety (Bolet Annual 16.0.1.24  Annual 16.0.1.25  Annual 16.0	Item	Frequency	Last Review	Comments / Actions
Elements Sately (Disk assets, Public, Employers Lability Engineering Sately (Disk Annual 1.0.1.0.1.2.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	Town Council Insurance			
Engineering Safety (Boler) Annual 16.01-24 (Motor Vehicle (cm) Annual 16.01-25 (Motor Vehicle (cm) Ann		Annual	01.06.21	Zurich plan. End of cover on 31.05.26. 5 year deal offered and taken (due to high claim record in 2020/21). Review policy comparison before that date.
Motor Vehicle (val) Annual 144 high Street Transfer New Annual 140 404.23 howders insurance (formerly A-Pfina and Dennis Walker Insurance) act as brokens. NIG provide the policy.  He first Street Transfer New Annual 24 10.42 howders insurance (Separate to Trans Countries).  Tree Condition Audit Reported Transfer New Annual 25 10.23 howders insurance (Separate to Transfer).  Financial Matters:  Service Annual Annual 140 122 howders insurance (Separate to Transfer).  Financial Matters:  Service Annual Annual 140 123 howders insurance (Separate to Transfer).  Annual 140 123 howders are being complete.  Financial Matters:  Service Annual Annual 140 123 howders insurance (Separate to Transfer).  Annual 140 123 howders are being complete.  Financial Matters:  Annual 140 123 howders are being complete.  Financial Matters:  Annual 140 123 howders are being complete.  Financial Matters:  Annual 140 123 howders are being complete.  Annual 140 howders are being complete.  Annual 240 howders are being complete.  Annual 240 124 how				
Health Street Trendrish House   Annual   C4-04.23   Nonders Insurance. Separate to Town Council premises.   RosPra Aspection and Maintenance of the Pulsagrounds   Annual   C4-04.23   Nonders Insurance. Separate to Town Council premises.   Tree Condition Audit   Rennual   12.23   Tree audits are conducted on a rolling basis, by area. Cemetery and the Community Centre area were audited 12/23 and recommendations are being completed.   Part Annual   C2-04-04   Part Annual	9 9 7 7			
RoSPA inspection and Maintenance of the Playgrounds. Tree Condition Audit Bennual 12.23 RoSPA last reported on this date to all play areas plus shatepark. Reported to Council in November 2023. No major defects but shatepark needs upgrade.  Tree Condition Audit Bennual 12.23 Tree audits are conducted on a rolling basis, by area. Cemetry and the Community Centre area were audited 12.23 and recommendations are being completed. When the conduction of a rolling basis, by area. Cemetry and the Community Centre area were audited 12.23 and recommendations are being completed. When the conduction of the case to all play areas plus shatepark. Reported to Community Centre area were audited 12.23 and recommendations are being completed. When the conduction of the case to all play areas plus shatepark. Reported on a rolling basis, by area. Cemetry and the Community Centre area were audited 12.23 and recommendations are being completed. When the conduction of the case to all play areas plus shatepark. Reported to the Community Centre area were audited 12.23 and recommendations are being completed. Annual and shatepark of the conduction of the case to all play areas plus shatepark. Recorded the Confinence of the C				
Tree Condition Audit Financial Matters:  Financial Matters:  Annual  23 10.19  Contingency fund for:  additional audit fiee annual salary review Annual  Annua		1		
Financial Matters:   Sanking Arrangements	Tree Condition Audit	Biennual	12.23	
Senting Arrangements				
Annual Judices Annual Submitted Annual Annual Judices Annual Annual byte-elections where elections and submitted byte-elections annual salary review hye-elections are as a submitted of the salary review hye-elections are as a submitted of the salary review hye-elections are as a submitted of the salary review hye-elections are as a submitted of the salary review hye-elections are as a submitted of the salary review hye-elections are as a submitted of the salary review hye-elections are as a submitted of the salary review hye-elections are as a submitted of the salary review of the salary review of the salary reviewed the salary reviewed the salary reviewed & documented Annual Ann	Financial Matters:			
Contingency fund for:  additional audit fee annual salary review Annual byte-elections physe-elections major repairs Annual physe-elections major repairs Annual physe-elections major repairs Annual physe-elections major repairs Annual Budget agreed, monitored & reported Annual Prespit requested Annual Annual Prespit requested Annual A	Banking Arrangements	Annual	23.10.19	Covid arrangements did not made account-switching easy to transact.
andius additional audit fee annual salary review bye-elections been held for list 3 electron cycles (co-option used).  Budget agreed, monitored & reported Annual Subject agreed Annual Subject Su	VAT return completed and submitted	Annual	14.01.23	Quarter 3 2022/23 submitted to HMRC.
annual salary review of byte-elections byte-elections byte-elections and byte-election salary for the overall balance situation byte-election byte sent election byte sent election salary sent byte for fast 3 election system. It is not budgeted for load place (and the budgeted for load place) and to budgeted for load place (and the budgeted for load place) and to budgeted for load place (and budgeted for load place) and to budgeted for load place (and budgeted for load place) and budgeted for load place) and budgeted for load place (and budgeted for load place) and budgeted for load place) and budgeted for load place (and budgeted for load place) and budgeted for load place) and budgeted for load place (and budgeted for load place) and budgeted place (and budgeted for load place) and budgeted place)	Contingency fund for:			
bye-elections Ad hoc major repairs Annual budgeted No budget for 2023/24 but no bye-electionhas been held part of 216,000.  Budget agreed, monitored & reported Annual processor of the processor	additional audit fee	Annual	not budgeted	Contingency within budgeted figure
Budget agreed, monitored & reported Annual A	annual salary review	Annual		
Budget agreed, monitored & reported   Annual   24.01.24   Precept requested   Annual   24.01.24   Parments approval procedure   Monthly   19.09.18   Parments approval procedure   Monthly   19.09.18   Parments approval procedure   Monthly   19.09.18   Parments approval procedure   Annual   24.01.24   Parments approval procedure   Annual   24.01.24   Parments approval procedure   Annual   24.01.24   Parments allowance reviewed & agreed   Annual   24.00.23   AGAR signed for 2012/23   AGAR signed for	bye-elections	Ad hoc		
Precept requested Annual 30.01 24 Part of budgeting set in January Payments approval procedure Monthly 19.09.18 Part of Financial Procedures, last reviewed this date.  Bank Recordilations overseen by Councillors Quarterly 24.01 24 Quarterly reviews at full Town Council meetings. Q3 2023/24 was last quarter reviewed.  Clerks salary reviewed & documented Annual 08.03 24 All staff rates reviewed at last staffing meeting Chairman's allowance reviewed & agreed Annual 15.05 23 Internal Audit Annual 15.05 23 Internal Audit Report presented & signed for 2022/23 on 21.06.23 [Internal Audit Report presented & signed for 2022/23 on 21.06.23 [Internal Audit Report presented & signed for 2022/23 on 21.06.23 [Internal Audit Report presented & signed for 2022/23 on 21.06.23 [Internal Audit Report presented & signed for 2022/23 on 21.06.23 [Internal Audit Report presented & signed for 2022/23 on 21.06.23 [Internal Audit Report presented & signed for 2022/23 on 21.06.23 [Internal Audit Report presented & signed for 2022/23 on 21.06.23 [Internal Audit Report presented & signed for 2022/23 on 21.06.23 [Internal Audit Report presented & signed for 2022/23 on 21.06.23 [Internal Audit Report presented & signed for 2022/23 on 21.06.23 [Internal Audit Report presented & signed for 2022/23 on 21.06.23 [Internal Audit Report presented & signed for 2022/23 on 21.06.23 [Internal Audit Report presented & signed for 2022/23 on 21.06.23 [Internal Audit Report presented & signed for 2022/23 on 21.06.23 [Internal Audit Report presented & signed for 2022/23 on 21.06.23 [Internal Audit Report presented & signed for 2022/23 on 21.06.23 [Internal Audit Report presented & signed for 2022/23 on 21.06.23 [Internal Audit Report presented & signed for 2022/23 on 21.06.23 [Internal Audit Report presented & full Audit Report presented & signed for 2022/23 on 21.06.23 [Internal Audit Report presented & signed for 2022/23 on 21.06.23 [Internal Audit Report presented & full Audit Report presented & full Audit Report presented & full Audit Report presented &	major repairs	Annual	not budgeted	Contingency within budgeted figures for each building and a Capital Pot of £116,000.
Payments approval procedure Monthly 19,09.18 Part of Financial Procedures, last reviewed this date.  Bank Reconciliations overseen by Councillors Quarterly 24.01.24 Quarterly reviews at full Town Council meetings. Q3 2023/24 was last quarter reviewed.  Clerks salary reviewed & agreed Annual Annual 24.01.24 Part of budgeting set in January Internal Audit Annual 21.05.23 Internal Audit Internal Audit Annual 21.05.23 AGAR signed for 2012/23 Internal Audit Internal check of financial records Quarterly 24.01.24 Budget set in January Record Keeping: Minutes properly numbered etc On-going 21.06.23 Submitted with AGAR for 2022/23 Submitted with AGAR for 2022/23 Submitted with AGAR for 2022/23 Standing Orders available/updated Annual 23.06.23 Submitted with AGAR for 2022/23 Standing Orders available/updated On-going 19.09.18 Standing Orders available/updated On-going 13.11.19 Last amended to incorporate Staffing Committee Backups taken of computer records Weekly n/a Files stored on the Cloud (Google Drive). All staff remails are stored on Office 365, bookings on Avalon (on the web) and accounting is on Scribe Accounts (the variety version of all burial information in register books. There are some Google Drive records  Employees & Contractors: Contractors: Contractors indemnity insurance On-going In place Requested, as relevant.  Members' Responsibilities:  Members' Responsibilities: One of Gonduct adopted One One 08.06.16 Reissued 05.08.20. New Councillors were given training in May 2019 and 2022.	Budget agreed, monitored & reported	Annual	24.01.24	Budget set in January with Quarterly reviews at full Town Council meetings
Bank Reconciliations overseen by Councillors Clerks salary reviewed & documented Annual Annua	Precept requested	Annual	30.01.24	Part of budgeting set in January
Clerks salary reviewed & documented Chairman's allowance reviewed & agreed Annual AGAR signed for 2012/23 AGAR signed for 2012/23 Budgets et in January with Quarterly reviews at full Town Council meetings  Record Keeping:  Minutes properly numbered etc Annual Asset Register available/updated Annual Ann	Payments approval procedure	Monthly	19.09.18	Part of Financial Procedures, last reviewed this date.
Chairman's allowance reviewed & agreed   Annual   24.01.24   Part of budgeting set in January   Internal Audit   Annual   15.05.23   Internal audit report presented & signed for 2022/23 on 21.06.23   AGAR signed for 2012/23   Budget set in January with Quarterly reviews at full Town Council meetings    Record Keeping:   Part of Variable Part	Bank Reconciliations overseen by Councillors	Quarterly	24.01.24	Quarterly reviews at full Town Council meetings. Q3 2023/24 was last quarter reviewed.
Internal Audit Annual A	Clerks salary reviewed & documented	Annual	08.03.24	All staff rates reviewed at last staffing meeting
External Audit Internal check of financial records Quarterly Quart	Chairman's allowance reviewed & agreed	Annual	24.01.24	
Record Keeping:	Internal Audit	Annual		Internal audit report presented & signed for 2022/23 on 21.06.23
Record Keeping:  Minutes properly numbered etc  On-going Asset Register available/updated Annual Ann	External Audit	Annual	21.06.23	AGAR signed for 2012/23
Minutes properly numbered etc On-going 21.06.23 Full Council meeting in June 2023 started the numbering again from 23/01.  Asset Register available/updated Annual 23.06.23 Submitted with AGAR for 2022/23  Financial Regulations available/updated On-going 19.09.18  Standing Orders available/updated On-going 19.11.11.9  Backups taken of computer records Weekly n/a Files stored on the Cloud (Google Drive). All staff emails are stored on Office 365, bookings on Avalon (on the web) and accounting is on Scribe Accounts (the variety of the variety	Internal check of financial records	Quarterly	24.01.24	Budget set in January with Quarterly reviews at full Town Council meetings
Asset Register available/updated Annual 23.06.23 Submitted with AGAR for 2022/23  Financial Regulations available/updated On-going 19.09.18  Standing Orders available/updated On-going 13.11.19  Backups taken of computer records Archived computer records Meekly n/a Files stored on the Cloud (Google Drive). All staff emails are stored on Office 365, bookings on Avalon (on the web) and accounting is on Scribe Accounts (the variety of the va				
Financial Regulations available/updated On-going 19.09.18 Standing Orders available/updated On-going 13.11.19 Last amended to incorporate Staffing Committee Backups taken of computer records Weekly n/a Files stored on the Cloud (Google Drive). All staff emails are stored on Office 365, bookings on Avalon (on the web) and accounting is on Scribe Accounts (the variety of the varie	Minutes properly numbered etc	On-going	21.06.23	Full Council meeting in June 2023 started the numbering again from 23/01.
Standing Orders available/updated  Backups taken of computer records  Weekly Archived computer records  Monthly  Na  Files stored on the Cloud (Google Drive). All staff emails are stored on Office 365, bookings on Avalon (on the web) and accounting is on Scribe Accounts (the was followed computer records  Monthly  Na  Scribe Cemetery is an archive version of all burial information in register books. There are some Google Drive records  Employees & Contractors:  Contracts of employment  Annual  Na  All staff have an offer letter with basic terms and conditions, a job description and the HR policies of NWBC. Centric HR consultancy are advising.  Contingency if clerk was long term absent  Contractors' indemnity insurance  On-going  In place  On-going  Na  Requested, as relevant.  Members' Responsibilities:  Code of Conduct adopted  Once  08.06.16  Reissued 05.08.20. New Councillors were given training in May 2019 and 2022.	Asset Register available/updated	Annual	23.06.23	Submitted with AGAR for 2022/23
Backups taken of computer records  Meekly Archived computer records  monthly  n/a  Scribe Cemetery is an archive version of all burial information in register books. There are some Google Drive records  Employees & Contractors:  Contracts of employment  HR policies in place and reviewed  On-going Contingency if clerk was long term absent  Contractors' indemnity insurance  On-going In place	Financial Regulations available/updated	On-going	19.09.18	
Archived computer records monthly n/a Scribe Cemetery is an archive version of all burial information in register books. There are some Google Drive records  Employees & Contractors:  Contracts of employment Annual n/a All staff have an offer letter with basic terms and conditions, a job description and the HR policies of NWBC. Centric HR consultancy are advising.  Contingency if clerk was long term absent On-going In place Deputy Town Clerk has covered for holidays and also a 5-6 week Sabbatical.  Contractors' indemnity insurance On-going In place Requested, as relevant.  Written arrangements with contractors On-going In place Requested, as relevant.  Members' Responsibilities:  Code of Conduct adopted Once 08.06.16 Reissued 05.08.20. New Councillors were given training in May 2019 and 2022.	Standing Orders available/updated	On-going	13.11.19	
Employees & Contractors:  Contracts of employment  Annual  Annual  Annual  Annual  All staff have an offer letter with basic terms and conditions, a job description and the HR policies of NWBC. Centric HR consultancy are advising.  Contingency if clerk was long term absent  Contractors' indemnity insurance  On-going  In place  On-going  In place  Deputy Town Clerk has covered for holidays and also a 5-6 week Sabbatical.  Contractors' indemnity insurance  On-going  In place  Requested, as relevant.  Members' Responsibilities:  Code of Conduct adopted  Once  08.06.16  Reissued 05.08.20. New Councillors were given training in May 2019 and 2022.	Backups taken of computer records	Weekly	n/a	Files stored on the Cloud (Google Drive). All staff emails are stored on Office 365, bookings on Avalon (on the web) and accounting is on Scribe Accounts (the web).
Contracts of employment  Annual  Annual  All staff have an offer letter with basic terms and conditions, a job description and the HR policies of NWBC. Centric HR consultancy are advising.  The HR policies of NWBC. Centric HR consultancy are advising.  Contingency if clerk was long term absent  Contractors' indemnity insurance  On-going  In place  On-going  In place  On-going  In place  On-going  In place  Requested, as relevant.  Written arrangements with contractors  On-going  In place  Requested, as relevant.  Members' Responsibilities:  Code of Conduct adopted  Once  08.06.16  Reissued 05.08.20. New Councillors were given training in May 2019 and 2022.	Archived computer records	monthly	n/a	Scribe Cemetery is an archive version of all burial information in register books. There are some Google Drive records
Contracts of employment  Annual  Annual  All staff have an offer letter with basic terms and conditions, a job description and the HR policies of NWBC. Centric HR consultancy are advising.  The HR policies of NWBC. Centric HR consultancy are advising.  Contingency if clerk was long term absent  Contractors' indemnity insurance  On-going  In place  Requested, as relevant.  Members' Responsibilities:  Code of Conduct adopted  Once	Employees & Contractors:			
HR policies in place and reviewed On-going On-going In place On-going In place On-going On-going In place Neequested, as relevant.  Members' Responsibilities: On-going On-goi		Annual	n/a	All staff have an offer letter with basic terms and conditions, a job description and the HR policies of NWBC. Centric HR consultancy are advising.
Contingency if clerk was long term absent  On-going In place On-go				
Contractors' indemnity insurance  On-going In place Written arrangements with contractors On-going In place Requested, as relevant.  Requested, as relevant.  Members' Responsibilities: Code of Conduct adopted Once 08.06.16 Reissued 05.08.20. New Councillors were given training in May 2019 and 2022.				
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Code of Conduct adopted Once 08.06.16 Reissued 05.08.20. New Councillors were given training in May 2019 and 2022.				
Code of Conduct adopted Once 08.06.16 Reissued 05.08.20. New Councillors were given training in May 2019 and 2022.	Members' Responsibilities:			
		Once	08.06.16	Reissued 05.08.20. New Councillors were given training in May 2019 and 2022.
register of interests completed & godated 1. Un-doing 1. U4-05 to 1.4.05. 19. TAIL members were encouraged /asked to register interests after election to the Town Council in May 2023	Register of Interests completed & updated	On-going	04.05.19	All members were encouraged /asked to register interests after election to the Town Council in May 2023.
Register of Gift/Hospitality On-going 0.4.05.19 All members were encouraged /asked to register interests after election to the Town Council in May 2023.				· · · · · · · · · · · · · · · · · · ·
Declarations of interests minuted  On-going In place Declarations of interests are included on every agenda and minuted as and when declared.	, ,			

The Information given above was agreed, as being a correct record, at the Town Council Meeting held on

Signed:	Date:	1	1
Chairman			
Signed:	Date:	1	/
Town Clerk			