

Coleshill Town Council - Risk Assessment Schedule 2023/24

280224 Town Council - Appendix 3

Item	Frequency	Last Review	Comments / Actions
Town Council Insurance			
Buildings, street /park assets, Public /Employers Liability	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.
Engineering Safety (Boiler)	Annual	16.01.24	Includes annual inspection by BES Ltd.
Motor Vehicle (van)	Annual	18.03.23	Howdens Insurance (formerly A-Plan and Dennis Walker Insurance) act as brokers. NIG provide the policy.
144 High Street Tenant's House	Annual	04.04.23	Howdens Insurance . Separate to Town Council premises.
RoSPA Inspection and Maintenance of the Playgrounds	Annual	26.10.23	RoSPA last reported on this date to all play areas plus skatepark. Reported to Council in November 2023. No major defects but skatepark needs upgrade.
Tree Condition Audit	Biennial	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.
Financial Matters:			
Banking Arrangements	Annual	23.10.19	Covid arrangements did not made account-switching easy to transact.
VAT return completed and submitted	Annual	14.01.23	Quarter 3 2022/23 submitted to HMRC.
Contingency fund for:			
additional audit fee	Annual	not budgeted	Contingency within budgeted figure
annual salary review	Annual	not budgeted	Overspend compared to budgeted figure but income up to cover the overall balance situation
bye-elections	Ad hoc	not budgeted	No budget for 2023/24 but no bye-electionhas been held for last 3 election cycles (co-option used).
major repairs	Annual	not budgeted	Contingency within budgeted figures for each building and a Capital Pot of £116,000.
Budget agreed, monitored & reported	Annual	24.01.24	Budget set in January with Quarterly reviews at full Town Council meetings
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 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 & documented	Annual	08.03.24	All staff rates reviewed at last staffing meeting
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
External Audit	Annual	21.06.23	AGAR signed for 2012/23
Internal check of financial records	Quarterly	24.01.24	Budget set in January with Quarterly reviews at full Town Council meetings
Record Keeping:			
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	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 web).
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.
HR policies in place and reviewed	On-going	n/a	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.
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	04.05.19	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:	/ /
Chairman		
Signed:	Date:	/ /
Town Clerk		