

NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL

RISK REVIEW LOG FOR THE YEAR ENDING: 31st MARCH 2023

Item	Frequency	Last Reviewed	Comments / Actions
Parish Office:			
Equipment Safety Inspection	Ongoing	Apr 2022	Brookside Fire Service Certificate.
Portable Electrical Equipment Inspection	Annual	May 2022	All Portable Electrical Equipment passed test except Christmas lights. New lights were bought at Christmas 2021.
Risk Assessment of office premises	Quarterly	Oct 2022	Chairman or Councillors nominated from Finance & Management Committee to approve.
Asset Valuation/Management	Ongoing	Oct 2022	Asset list approved on 25 th April 2022. New amended asset register dated 3 rd October 2022 minus Epson Printer.
MUGA			N/A
Parish Council Insurance:			
Public & Employers' Liability	Annual	June 2022	Insurance cover renewed 1 st May 2023
Money & Fidelity Guarantee	Annual	June 2022	

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Personal Accident	Annual	Jun 2022	
Financial Matters:			
Banking Arrangements	Annual	Feb 2022	Continue with current bankers
VAT Return	Annual	June 2021	Form VAT 126 completed & returned to HMRC. Outstanding VAT paid to Council in June 2022
Precept Request	Annual	December 2021	Precept requirement for 2021/2022 sent to BCC in January 2022
Receipts & Payments Procedure	Ongoing		Draft Payment List submitted to Monthly Council Meeting for approval. Payments made between meetings reported to Council monthly together with reason for payment.
Bank Reconciliation	Monthly	April 2022	Monthly reconciliation signed off following receipt of monthly bank statement.
Staff Salary Review	Annual	April 2022	Staff Salaries to be undertaken in April 2023
Chairman's Allowance Review	Annual	January 2023	Approved by the Annual Meeting of Council in 2023
Internal Audit	Annual	May 2022	Audit completed end of May. Audit report presented to Council at its meeting in June.

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External Audit	Annual	Jun 2022	Completed Annual Return sent to Auditor June 2022. Improvements required and reported to Council at it's meeting in September 2022.
Internal Control Audit	Quarterly	Quarter ending December 2022	Council's quarterly expenditure/receipts and bank reconciliations and budget monitoring reported to Council. Risk assessments. Back ups completed monthly and saved on the One-drive cloud.
Record Keeping:			
Minutes of meetings of the Council and its Committees	Ongoing		
Financial Regulations	Ongoing	Jan 2022	Amended Model Financial Regulations published by NALC and submitted for adoption by the Council at the January 2019 meeting. Reviewed at AGM.
Standing Orders	Ongoing	Jan 2022	Updated Model Standing Orders published by NALC and submitted for adoption by the Council at the January 2019 meeting. Reviewed at AGM.
Freedom of Information Publication Guide	Adopted November 2008		
Member's Responsibilities:			

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Code of Conduct	Adopted July 2012	26.10.22	
Register of Interests Completed	Ongoing		As far as the Clerk is aware, all Members' Registers of Interests are up to date.
Register of Gift/Hospitality	Ongoing		No member has reported the receipt of any gifts/hospitality

The Information given above was agreed at meeting of the Audit Committee on as being a correct record.

Signed: Date:
 Chairperson/Member of Finance & Management Committee

Signed: Date:
 Responsible Financial Officer