

NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL

RISK REVIEW LOG – 18th MARCH 2024

Item	Frequency	Last Reviewed	Comments / Actions
Parish Office:			
Equipment Safety Inspection	Annual	Apr 2023	Fire Equipment Service
Portable Electrical Equipment Inspection	Annual	May 2023	All Portable Electrical Equipment passed test except Christmas lights. New lights were bought at Christmas 2021.
Risk Assessment of office premises	Quarterly	March 2024	Risk assessments of office Feb 2023 risk assessments of office June 2023 risk assessments of office Oct 2023
Asset Valuation/Management	Ongoing	June 2023	Asset list approved by F&M Committee and at a meeting of parish council in 2023 with it sent on to our insurance: Hiscox Gallagher. Assets in containers.
Parish Council Insurance:			
Public & Employers' Liability	Annual	June 2023	Insurance renewed 1 st June 2023. Review of pre-renewal questionnaire scheduled for F&M Committee on 20 th March 2024.
Money & Fidelity Guarantee	Annual	June 2023	
Street Champions Truck	Annual	8 April 2023	
Financial Matters:			
Banking Arrangements	Annual	June 2023	Continue with current bankers: Unity Trust

NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL

VAT Return	Annual	June 2023	Form VAT 126 completed & returned to HMRC. Outstanding VAT paid to Council in June 2023
Precept Request	Annual	Jan 2024	Precept requirement for 2024/2025 send to BCC in January 2024
Receipts & Payments Procedure	Ongoing	Feb 2024	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	Feb 2024	Monthly reconciliation signed off following receipt of monthly bank statement.
Staff Salary Review	Annual	2023	Staff Salaries to be undertaken in April 2024
Chairman's Allowance Review	Annual	May 2023	Approved by the Annual Meeting of Council in May
Internal Audit	Annual	May 2023	Audit completed end of May, for year end March 2023. Audit report presented to Council at its meeting in June.
External Audit	Annual	Jun 2023	Completed Annual Return sent to Auditor June 2023. Improvements required and reported to Council at its meeting.
Internal Control Audit	Quarterly	March 2024	Finance & Management risk assessment

NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL

			Council's quarterly expenditure/receipts reported to Council, June, September, December and April. Risk assessments completed regularly. Back ups completed monthly.
Record Keeping:			
Minutes of meetings of the Council and its Committees	Ongoing	Feb 2024	
Financial Regulations	Ongoing	AGM in May 2023	Amended Model Financial Regulations published by NALC and submitted for adoption by the Council. Reviewed at Annual General Meeting in May 2023.
Standing Orders	Ongoing	May 2023	Updated Model Standing Orders published by NALC and submitted for adoption by the Council at the January 2019 meeting. Reviewed at AGM in May 2023.
Freedom of Information Publication Guide	Adopted November 2008	April 2023	<u>ICO registration 2023-2024</u>
Member's Responsibilities:			
Code of Conduct	Adopted July 2012	26.10.22	Councillor training to adopt new Code of Conduct in line with BCC as advised by WALC.

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Register of Interests Completed	Ongoing	Annually updated at AGM	As far as the Clerk is aware, all Members' Registers of Interests are up to date on website.
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: J.Walker
Chairperson/Member of Finance & Management Committee

Date: 18 March 2024

Signed: R.Anstey
Responsible Financial Officer/Clerk

Date: 18 march 2024