

**Hanbury Parish Council
Risk Review Log for the Year to March 2023-24**

Item	Last Review Date	Comments/Actions
Parish Council Insurance including: Public & Employers Liability, Money & Fidelity Guarantee, Personal Accident and War Memorial	May-24	Insurer used with additional benefits as last year - tied in for 3 year period to reduce £ Came and Company - AVIVA also give 3 quotes - had village hall and bywy revalued at same time New pavilion added to insurance at extra cost
Buildings cover for Byways Bungalow	May-24	reviewed within parish council insurance
Insurance cover for other Assets: Playground equipment Seats & benches	May-13	Agreed not to cover Agreed not to cover
Parish Notice Board Check Village Hall insured by VHMC	Feb-08 May-20	Agreed not to cover, notice boards repaired Buildings, contents & Public Liability ins checked, paid by monthly Sos -
Inspection of Playground equipment by qualified inspector and follow up actions	Apr-24 May-23 Mar-11	RoSPA inspection undertaken RoSPA report reviewed at PC meeting Actions noted - Playground refurbished - checked by The Playground inspection company During refurb work;- Heras fencing used during work. Risk assessment received from Pleydell
Security of Documents: - Deeds etc. in Safe Custody at Lloyds TSB, Droitwich - Parish Council records sent to Worcester Records Office 12.7.06	Mar-08 Nov - Mar 08	See Minutes of 31.07.06 for details Agreed to leave at records office
Councillor visual check on playground equipment		Undertaken weekly by Chris Cooke
Repairs to playground equipment		
Byways Gas Safety Check & Certificate	Feb-24	Safety check OK. New Monitor. Chimney re pointed and electricity updated and earthed. Boiler Replaced in 2016
refurbishment of Byways and new caretaker New contract for Byways	2022	VHMC refurbished and appointed caretaker HPC dealing with solicitor for contract

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Village Hall Garden		
Concern over quality of work undertaken	Nov-07	Work was improved after site meeting
	Apr-16	new equipment installed = insurance adjust
	Apr-19	new gate installed
	May-20	new gate and access
		Stables approved and agreed to move them
Pony Paddock:		
Stables (portable) have been erected by ten	May-09	regularly to protect ground.
Village Hall - exterior		
Extension finished and paid		Noted in council meeting that it was a great improvement
New windows in 2024 and pointing		
New fire door at rear of village hall	Jan-13	replaced 2020 as porch project
new kitchen	Jan-13	
new mens toilets	Jan-13	
Drains old and in need of repair	Jul-09	HPC replaced old drains
Village Hall steps	Mar-08	HpC replaced them
	Summer 2020	Porch installed.
Cricket Pavillion		
	Nov - April 21	Cricket Pavillion to be monitored by pavilion committee No budget for ongoing costs - to be monitored by the finance cttee.
Village Hall Car Park and Trees		
Trees - regular inspection to be monitored		See log of tree work.
Parish Lengthsman		
Parish Lengthsman Contract renewed and signed	May-19	Terms agreed for 20 hours per month
	Jul-11	New Contract with HPU signed Advert for new PL - for transparency
	May-11	New lengthsman appointed.
	May-19	Recd insurance and liability docs
new hourly rate	May-24	New hourly rate started.
P/L'man's Insurance cover checked		
On-going supervision on ad hoc basis		Clerk

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Financial Matters:		
Insurance providers		Reviewed at policy renewal date
VAT return completed and submitted	up to March 22	Notice of payment received End of year claim submitted May 2023
Budget for 2024-25 agreed		See minutes for details
Budget monitored & reported		Budget updated monthly quarterly review at finance cttee
Payments approval procedure		All payments for approval appear on the Agenda quoting Payee name, amount and description of goods/services supplied Electronic payments by clerk and bank card to be checked against statements monthly New regulations may 2024
Review of Bank Reconciliations		Quarterly check
Clerk's Contract of Employment, Job Description and salary reviewed pay increase Ongoing monitoring and feedback for Clerk		Staffing Committee met and agreed new salary in July 2020 meeting on an ad hoc basis.
Chairman's Allowance reviewed & agreed	May-23	See Meeting Agenda & minutes
Internal Auditor re appointed	Mar-20	3 years
Internal Audit	May-19	Completed by Diane Malley
External Audit	Jun-19	Completed by PFK Littlejohn
Internal check of financial records		Undertaken by Cllr RW and MAB with bank reconciliation check 2x a year
Precept discussed and agreed	Jan-24	Precept form returned to Wychavon

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Record Keeping:		
Minutes properly numbered etc.	Monthly	Previous minutes approved at each meeting
Asset Register available/updated	May-24	Asset Register updated
Financial Regulations reviewed/updated	May-24	new regulations adopted 2024
Member/Officer Protocol adopted 28.02.05 Grievance & Disciplinary procedures adopted 28.02.05	May-23	Reviewed, no changes made
Standing Orders updated	May-23	New standing orders adopted
System Back-ups taken		See Back Up Log for dates of backups
Complaints procedure reviewed	May-23	Reviewed, no changes made
New comments form prepared	Feb-07	Accepted and adopted
Complaints logged		None received
Archiving	23.05.05	Policies agreed re archiving, record retention and destroying
- email retention policy agreed	31.07.06	
Advice & Guidance & Support:		
Membership of CALC	May-24	Renewed
Attendance by Clerk and Councillors at training sessions		Several events attended throughout the year by the clerk - finance and clerks gatherings
Members' Responsibilities:		
Parish Council representatives on other committees etc. appointed	20-May-24	At Annual Meeting

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Updates to Register of Interests		
Reminder given to Cllrs	18-May-23	At Annual Meeting and on every agenda
Acceptance of Office - Chairman	May-24	At annual meeting
Acceptance of Office - Vice Chairman	none	At Annual Meeting
Register of Gift/Hospitality	As Req'd	Completed forms kept by Clerk
Interests declared at beginning of each meetings	On-going	Declaration of Interests included in every Agenda. See Minutes and completed forms for specific details
New Code of Conduct adopted and agreed to updated version	Sep-07 2012	Including section 12c

Date:

The information given above was agreed at the Meeting held on Monday 20 May 2024 as being a correct record.

Signed:

Clerk