STOKE BLISS GROUP Parish Council Risk Schedule 2026

Item	Frequency	Last Reviewed	Comments / Actions
Parish Council Insurance			
Including:			
Public & Employers Liability	Annual	May 2026	
Volunteers	Annual	May 2026	
Money & Fidelity Guarantee	Annual	May 2026	
Personal Accident	Annual	May 2026	
Buildings cover for:			
Parish Owned Property			
and Assets such as:			
Gas Safety Check & Certificate on	Not Applicable	n/a	
Parish owned properties			
Other Inspections/Maintenance:			
		N/A	
Financial Matters:			
Banking Arrangements	Annual	May 2026	
Insurance Providers	Annual	May 2026	
VAT return completed and submitted	Bi-annual	January 2026	
Contingency fund for:			
additional audit fee	Annual	internal audit apr 26	
annual salary review	Annual	July 1905	Included in annual budget
bi-elections	Annual	n/a	
Election		n/a	
Budget agreed, monitored & reported	Quarterly + informal at each meeting	November 2025	
Precept requested	Annual	November 2025	
Payments approval procedure	Annual	November 2025	
Bank Reconciliations overseen by Councillors	Quarterly	August 2026	
Clerks salary reviewed & documented	Annual	July 1905	
Chairman's honorarium reviewed & agreed	Annual	not applicable	
Internal Audit	Annual	April 2026	
External Audit	Annual	n/a	

Internal check of financial records	Annual	October 2026	and May 26 / Aug 26
Record Keeping:			
Minutes properly numbered etc	On-going	August 2026	
Asset Register available/updated	On-going	March 2026	
Financial Regulations available/updated	On-going	May 2026	Reviewed May 24 PC meeting
Standing Orders available/updated	On-going	May 2026	Reviewed May 24 PC meeting
Backups taken of computer records	Monthly	October 2026	
Archived computer records	Quarterly	September 2026	
Employees & Contractors:			
Contracts of employment	Annual	April 2026	Lengthsman WCC contract renewed with effect from 1/4/22 New Lengthsman 1/4/22
Contractors' indemnity insurance	On-going	31st march 2026	Received 1st May 26
Written arrangements with contractors	On-going	March 2026	Order and T&C's forwarded to Lengthsman March 26
Members' Responsibilities:			
Register of Interests completed & updated	On-going	May 2026	To be reminded at each meeting 2026
Register of Gift/Hospitality	On-going	N/A	
Declarations of interests minuted	On-going	Ongoing Quarterly	