

PIXLEY AND DISTRICT PARISH COUNCIL RISK SCHEDULE

Item	Frequency	Last Reviewed	Comments / Actions
Parish Council Insurance:			
Public & Employers Liability	Annual	July 2026	Three year agreement until July 2028
Volunteers	Annual	July 2026	
Money & Fidelity Guarantee	Annual	July 2026	
Personal Accident	Annual	July 2026	
Buildings cover for:			
Parish owned property and assets			
such as:			
Playground equipment	Annual	N/A	
Seats & benches	Annual	Report at next meeting	On Aylton Green around the pear tree. By the church. We could own this land/common land– the triangle at Aylton. Go to Land Registry. Seat went in 3-4 years ago.
Parish notice boards	Bi - Annual	September 2026	2 Noticeboards The Nest and Little Marcle crossroads. Checked every 2 months when notices put in.
Bus shelters	Bi-Annual	Ongoing query on ownership of Trumpet	
Defibrillator	Quarterly	June 2026	Battery and pads replaced
Check Village Hall insured by			
The WI Hall	Annual	21.08.2026	£5million Public Liability to 01.04.2027
Inspection of Playground equipment by qualified inspector	Quarterly	N/A	
Gas Safety check & certificate on Parish owned properties	Annual	N/A	
Other Inspections/Maintenance – PC owned:			
Tree maintenance	As required.	Report at next meeting	Pear Tree at Aylton if our land.
Tree inspection by PC	As required, adverse weather		
Tree Survey	Annual		
Financial Matters			
Banking arrangements	Annual	July 2026	
Insurance providers	Annual	July 2026	3 year contract to
VAT return completed and submitted	Annual	May 2026	
Contingency fund for:			

Additional audit fee	Annual	Not required	At budget setting
Annual salary review	Annual	June 2026	At budget setting and as NJC scales announced
Cover for staff sick periods			
Bye-elections	Annual		As required
Other	Annual		
Budget agreed, monitored & reported	Quarterly		At ordinary meetings. Full budget review in November
Precept requested	Annual	January 2026	
Payments approval procedure	Annual	July 2026	Annual Meeting from 2027
Bank reconciliations overseen by Councillors	Quarterly		At ordinary meetings.
Clerk's salary reviewed & documented	Annual	June 2026	On taking up the position
Chairman's allowance reviewed & agreed	Annual	N/A	Does not have one.
Internal Audit	Annual	To be arranged	Annual Meeting from 2027
External Audit	Annual	N/A	
Internal check of financial records	Annual	To be completed	
Record keeping:			
Minutes properly numbered etc	On-going		
Asset Register available/updated	On-going		
Financial Regulations available/updated	On-going		
Standing orders available/updated	On-going		
Backups taken of computer records	Weekly		
Archived computer records	Monthly		
Employees & Contractors:			
Contracts of employment	Annual	June 2026	
Contractors' indemnity insurance	On-going		
Written arrangements with contractors	On-going		
Members' Responsibilities:			
New Code of Conduct adopted	Once	July 2026	Approved annually
Register of Interests completed & updated	On-going		
Register of Gift/Hospitality	On-going		
Declarations of Interests minuted	On-going	At each meeting	

The information given above was agreed at a meeting held on: 7th September 2026

To be reviewed quarterly.