

NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL

RISK REVIEW LOG 2025

Item	Frequency	Last Reviewed	Comments / Actions
Parish Office:			
Equipment Safety Inspection	Annual	8/5/25	<u>Certificate of Maintenance</u> Brookside Fire booked 8/5/25
Portable Electrical Equipment Inspection	Annual	May 2024	<u>PAT test certificate 2024-25</u> PAT test annually booked 28/5/25
Risk Assessment of office premises	Quarterly	March 2025	Risk assessments: <u>office equipment & storage in yard</u>
Asset Valuation/Management	Ongoing	27/11/24	<u>Asset register</u> reviewed by F&M Committee on 27/11/24. Updated asset register forwarded to insurance companies for insurance renewal & comparison quotes 7/5/25
Parish Council Insurance:			
Public & Employers' Liability	Annual	1 st June 2024	Insurance expired 31/5/25 Review of pre-renewal questionnaire by F&M Committee on 17/5/ 2025.
Money & Fidelity Guarantee	Annual	June 2024	
Street Champions Truck	Annual	8 April 2024	Insurance renewal questionnaire by F&M Committee on 17/5/25
Financial Matters:			
Banking Arrangements	Annual	Review AGM 2025	Continue with current bankers: Unity Trust

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VAT Return	Annual				Form VAT 126 completed & returned to HMRC, refunded.
Precept Request	Annual	Jan 2025			Precept requirement for 2025/2026 sent to BCC in January 2025.
Receipts & Payments Procedure	Ongoing	monthly			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	monthly			Monthly reconciliation signed off following receipt of monthly bank statement.
Staff Salary Review	Annual	April 2024			Staff Salaries to be undertaken in April
Chairman's Allowance Review	Annual	May 2024			Approved at the Annual General Meeting of the council in May 2025.
Internal Audit	Annual	May 2024			Audit completed end of May, for year end March 2025. Audit report presented to Council at its meeting in June 2025.
External Audit	Annual	June 2024			Completed Annual Return sent to Auditor in June. Improvements required and reported to Council at June meeting.

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Internal Control Audit	Quarterly	March 2024	Council's quarterly expenditure/receipts reported to Council, June, September, December and April. Risk assessments completed regularly. Back-ups completed regularly.
Record Keeping:			
Minutes of meetings of the Council and its Committees	Ongoing	Monthly or as and when	<u>Policy schedule & Documents Retention</u>
Financial Regulations	Ongoing	June 2024	New Model Financial Regulations adopted. Review is due at the council's Annual General Meeting on 19 th May 2025.
Standing Orders	Ongoing	May 2024	Reviewed at AGM in May.
Freedom of Information Publication Guide	Annual	April 2024	ICO registration certificate renewed in May 2025.
Member's Responsibilities:			
Code of Conduct	Adopted July 2012	2024	Councillor training to re-adopt new Code of Conduct in line with BCC as advised by WALC at AGM 19 May 2025.
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

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

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

Signed: Date: 13 May 2025
Responsible Financial Officer

Location : Main Office	Passed		
	Yes	No	N/A
Flooring	☒		
Lighting	☒		
Passageway	☒		
Desks	☒		
Computer/Monitor/Printer	☒		
Portable Electrical Appliances	☒		
Fire Exits Clear	☒		
Fire Exits Marked	☒		
Fire Extinguisher	☒		
Cables	☒		
First Aid Kit/Accident Book	☒		
Health & Safety Information Displayed	☒		
Cabinets	☒		
Cabinet Tops	☒		

Other Hazards Identified:-

Action to be taken:-

Date of next review: September 2025

Signed

Date 13/5/2025

Risk Assessment

Location : Small Office	Passed		
	Yes	No	N/A
Flooring	X		
Lighting	X		
Table	X		
Chairs	X		
Potable Electrical Appliances	X		
Fire Exits Clear	X		
Fire Exits Marked	X		
Fire Extinguisher	X		

Other Hazards Identified:-

Action to be taken:-

Date of next review: September 2025

Signed Date: 13/5/2025



BROOKSIDE FIRE



Brookside Fire Service Ltd. 30 New Road, Rubery, Birmingham B45 9HU
Tel: 0121 457 8484 Fax: 0121 603 8484
Email: accounts@brooksidefireservice.co.uk Website: www.brooksidefireservice.co.uk



INVOICE ADDRESS

New Frankley in B'ham
Parish Council
12 Arden Road
Frankley
Birmingham
B45 0JA

SERVICE ADDRESS

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Frankley
Birmingham
B45 0JA

CERTIFICATE OF MAINTENANCE

CONTRACT No.

SC 2012 (04)

DATE OF SERVICE

08 May 2025

ENGINEER

MC

QTY

MODEL No.

2 LUXFER CDIOX

QTY

MODEL No.

2 SAF-FIRE WATER

QTY

MODEL No.

SERVICE REPORT

2 Luxfer Carbon dioxide extinguishers Basic Service
2 Saf-fire Water fire extinguishers Basic Service

Apart from any non-conforming all Extinguishers have been serviced to BS5306-part3 and BAFE scheme SP101 within an ISO 9001 quality management system.
Extinguishers sited and positioned to BS5306 part3
Extinguishers refilled to BS5306 part 9



A COPY OF THIS CERTIFICATE SHOULD BE KEPT ON THE PREMISES TO WHICH IT RELATES



New Frankley Parish Council Documents & Policy Schedule

13 May 2025

DOCUMENT	WALC ADVICE	NFPC	REVIEW PERIOD	SCHEDULE FOR NEW POLICIES & REVIEWING EXISTING POLICIES
Code of Conduct	Mandatory	✓	Every year	2024
Standing Orders	Mandatory	✓	Every year	AGM May 2024
Financial Regulations	Mandatory	✓	Every year	AGM June 2024
FOI Publication Scheme	Mandatory	✓	Every year	AGM May 2024
Planning Policy	Good Practice		Every 2 years	N/A
Health & Safety Policy	Desirable under 5 staff	✓	Every 2 years	AGM May 2024
Communications Policy	Desirable	✓	Every 2 years	AGM May 2024
Crisis / Emergency Management Plan	Desirable	✓	Every 2 years	Nov 2024
Recruitment & Training Policy and Records	Desirable		Every 4 years	N/A
Climate Emergency Policy	Good Practice		Every year	N/A
Data Protection Policy (Privacy Policy)	Recommended	✓	Every 4 years	AGM
Grant Awarding Policy	Desirable	✓	Every 4 years	AGM
FOI Policy	Desirable	✓	Every 2 years	
Equal Opportunities Policy	Desirable		Every 2 years	To adopt AGM May 2025
Complaints Procedure	Essential	✓	Every 4 years	AGM May 2024
Reserves Policy	Desirable	✓	Every 2 years	Nov 2024
Delegation Scheme	Desirable		Every year	N/A
Dignity at Work Policy	Desirable		Every 4 years	N/A
Social Media Policy	Desirable	✓	Every 2 years	AGM May 2024
Discipline and Grievance Policy	Desirable		Every 4 years	AGM
Records Management Policy	Recommended	✓	Every 4 years	AGM
Co-option Policy	Good Practice		Every 4 years	Needs reviewing
Tree Management Policy	Good Practice		Every 4 years	N/A
Remote Meeting Protocol	Good Practice		As required	2024

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2 LUXFER CO2

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1 SAFIRE WATER

QTY

MODEL No.

SERVICE REPORT

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**BROOKSIDE FIRE
 SERVICE LTD**

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 Extinguishers sited and positioned to BS5306 part8
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ICO - Renewal confirmation ICO:00010080276

1 message

Information Commissioner's Office Renewals Confirmation

<dpfee_confirmation_renewal_dd@ico.org.uk>

To: Rachael Anstey <newfrankleyparishcouncil@gmail.com>

3 May 2025 at
00:51

Organisation name: **New Frankley in Birmingham Parish Council**
Reference: **ZA357188**

Dear Rachael Anstey

Confirmation of payment

We confirm receipt of your payment and new expiry date of 08/05/2026.

The contact details we hold for you are:

Title: Miss**Name:** Rachael Anstey**Address:**

Line 1: New Frankley in Birmingham Parish Council
Line 2: 12 Arden Road, Rubery
Line 3: Rednal
City: Birmingham
County: West Midlands
Postcode: B45 0JA
Country: United Kingdom

Email address: newfrankleyparishcouncil@gmail.com**Telephone number:** 0121 457 9410**Mobile phone number:**

To view your organisation details, and get a copy of your certificate please visit ico.org.uk/register. Click on 'Search the Register' and enter the above reference number to download your registration certificate.

Please check your details carefully. If you want to tell us about a change to your details please go to ico.org.uk/update. The online change service is very quick and easy to use. You will need your reference above and your security number, which we sent to you when you first applied.

Please have a look at our website (ico.org.uk/registered) for information about your responsibilities as a data controller.

Yours sincerely

Michael Fitzgerald
Director of Digital, IT and Business Services
Information Commissioner's Office