

# **DRAFT Abberley Parish Council Risk Schedule 2019/20**

Item	Frequency	Last Reviewed	Comments / Actions
<b>Parish Council Insurance</b>			
Including:			
Public & Employers Liability	Annual	May 2019	
Volunteers	Annual	May 2019	
Money & Fidelity Guarantee	Annual	May 2019	
Personal Accident	Annual	May 2019	
Buildings cover for:			
Parish Owned Property			
and Assets such as:			
Streetlights	Annual	April 2019	
Bus Shelter	Annual	April 2019	
Defibrillator and speed sign	Annual	April 2019	
Parish Notice Board	Annual	April 2019	
Play equipment	Annual	April 2019	
Check Village Hall insured by			
Pinvin Memorial Hall Management Committee	Annual	April 2020	
Pinvin Playing Fields Association	Annual		
<b>Inspection of Playground equipment by qualified inspector</b>	Annual	Annual external + weekly internal inspections	
		Annual external + weekly internal inspections	
<b>Gas Safety Check &amp; Certificate on Parish owned properties</b>	Not Applicable	n/a	
<b>Other Inspections/Maintenance:</b>			
Playground equipment inspection by PC			
<b>Financial Matters:</b>			
Banking Arrangements	Annual	January 2020	
Insurance Providers	Annual	May 2020	
VAT return completed and submitted	Bi-annual	August 2019	
Contingency fund for:			
additional audit fee	Annual	n/a	Included in budget
annual salary review	Annual	March 2020	Included in annual budget
bi-elections	Annual		Not Included in reserves
Election		May 2023	Included in reserves
Budget agreed, monitored & reported	Quarterly + informal at each meeting	January 2020	
Precept requested	Annual	January 2020	
Payments approval procedure	Annual	January 2020	
Bank Reconciliations overseen by Councillors	Quarterly	January 2020	Cllr Coates - signed verifications retained by Clerk

Clerks salary reviewed & documented	Annual	January 2020	
Chairman's honorarium reviewed & agreed	Annual		Not completed
Internal Audit	Annual	March 2020	Handover of documents for Annual Return 2018/19 on 10.4.19
External Audit	Annual	June 2020	Annual Return documents ready for submission 8/4/19
Internal check of financial records	Annual	April 2019	Handover of documents for Annual Return 2018/19 on 10.4.19
<b>Record Keeping:</b>			
Minutes properly numbered etc	On-going	March 2020	
Asset Register available/updated	On-going	March 2020	
Financial Regulations available/updated	On-going	Reviewed 2019	Reviewed 15.5.19 PC meeting
Standing Orders available/updated	On-going	Reviewed 2019	Reviewed 15.5.19 PC meeting
Backups taken of computer records	Monthly	April 2019	
Archived computer records	Quarterly	January 2019	completed
<b>Employees &amp; Contractors:</b>			
Contracts of employment	Annual	April 2019	Lengthsman WCC contract renewed with effect from 01/4/19
Contractors' indemnity insurance	On-going	April 2019	
Written arrangements with contractors	On-going	April 2019	
<b>Members' Responsibilities:</b>			
Register of Interests completed & updated	On-going	May 2019	To be reminded at May 2019 AMPC
Register of Gift/Hospitality	On-going	N/A	
Declarations of interests minuted	On-going	Ongoing monthly	