

Pinvin Parish Council Risk Schedule 2017/18

Item	Frequency	Last Reviewed	Comments / Actions
Parish Council Insurance			
Including:			
Public & Employers Liability	Annual	May 2017	
Volunteers	Annual	May 2017	
Money & Fidelity Guarantee	Annual	May 2017	
Personal Accident	Annual	May 2017	
Buildings cover for:			
Parish Owned Property and Assets such as:			
Streetlights	Annual	May 2017	
Bus Shelter	Annual	May 2017	
Defibrillator and speed sign	Annual	May 2017	
Parish Notice Board	Annual	May 2017	
Play equipment	Annual	May 2017	
Check Village Hall insured by Pinvin Memorial Hall Management Committee	Annual	February 2017	
Pinvin Playing Fields Association	Annual		
Inspection of Playground equipment by qualified inspector	Annual	14.5.17	Full inspection undertaken by Children's play advisory service on 31.05.17
Gas Safety Check & Certificate on Parish owned properties	Not Applicable		
Other Inspections/Maintenance:			
Playground equipment inspection by PC	Weekly	May 2017	Safety inspection checklists to be completed by Cllrs weekly and retained by the Clerk
Financial Matters:			
Banking Arrangements	Annual	January 2018	
Insurance Providers	Annual	May 2017	
VAT return completed and submitted	Bi-annual	April 2018	
Contingency fund for:			
additional audit fee	Annual	January 2018	Included in budget
annual salary review	Annual	April 2018	Included in annual budget
bye-elections	Annual		Not Included in reserves
other	Annual		Not Included in reserves
Budget agreed, monitored & reported	Quarterly	January 2018	
Precept requested	Annual	January 2018	
Payments approval procedure	Annual	May 2017	
Bank Reconciliations overseen by Councillors	Quarterly	April 2018	Cllr Coates - signed verifications retained by Clerk
Clerks salary reviewed & documented	Annual	April 2018	
Chairman's honorarium reviewed & agreed	Annual		Not completed

Internal Audit	Annual	May 2017	Handover of documents for Annual Return 2015/16 on 28.4.17
External Audit	Annual	June 2017	Annual Return documents to be received by 14.6.17
Internal check of financial records	Annual	May 2017	Handover of documents for Annual Return 2015/16 on 28.4.17
Record Keeping:			
Minutes properly numbered etc	On-going	March 2018	
Asset Register available/updated	On-going	March 2018	
Financial Regulations available/updated	On-going	Reviewed 2016	Reviewed 3.5.16 PC meeting
Standing Orders available/updated	On-going	Reviewed 2016	Reviewed 3.5.16 PC meeting
Backups taken of computer records	Monthly	January 2018	Completed February 2017 & forwarded to Cllr Mitchell
Archived computer records	Quarterly	January 2018	To be completed
Employees & Contractors:			
Contracts of employment	Annual	January 2018	Lengthsman WCC contract renewed with effect from 22/4/17
Contractors' indemnity insurance	On-going	April 2017	Grass-cutting contractor - Public liability Insurance documentation valid until 31.3.18
Written arrangements with contractors	On-going	April 2017	Order and T&C's forwarded to Grass-cutting contractor 6/2/17
Members' Responsibilities:			
Register of Interests completed & updated	On-going	May 2017	To be reminded at May 2018 AMPC
Register of Gift/Hospitality	On-going	N/A	
Declarations of interests minuted	On-going	Ongoing monthly	