

Wendover Parish Council Risk Management ScheduleParish Council Insurance Including

	Frequency	Last Reviewed	Comments/Actions
Public & Employers Liability	Annual	October	No change
Money & Fidelity Guarantee	Annual	October	Advised by auditor to increase fidelity to £500k
Personal Accident	Annual	October	No change
Cover for Parish Owned Property	Annual	October	No change

Inspections and Maintenance:

Mains electrical testing- Office	Three yearly	October 2015	
Fire Extinguishers - tested/replaced where necessary	Annually	April	Certified.
Inspection of Playground equipment by qualified Inspector - ROSPA	Weekly	Ongoing	
Tree Survey by Simon Price	Annually	June	No high risk actions needed.
Tree Maintenance	Five yearly	September 2015	
PAT testing in Clock Tower	Annual	Ongoing	Highest priority to lowest of survey tackled each year.
	Annual	December	

Financial Matters:

Finance Risk & Management Review	Annual	September	Updated as appropriate.
Banking Arrangements	Annual	June	Satisfactory
Insurance Providers	Annual	September	Satisfactory
VAT return completed/submitted	Quarterly	March, June, Sept, Dec	Satisfactory
Annual Salary Review	Annual	Nov- estimates	Satisfactory
Bye-Elections	Annual	Nov- estimates	Satisfactory
Other	Annual	Nov- estimates	Satisfactory
Budget agreed, monitored and reported	Monthly	November	Satisfactory
Precept requested	Annual	January	Satisfactory
Payments approval procedure	Monthly	March	Satisfactory
Bank reconciliations overseen by Finance Committee	Quarterly	March	Satisfactory
Members allowance reviewed and agreed	Annual	Nov- estimates	Resolved not to claim
Internal Audit	Annual	May	Satisfactory
External Audit	Annual	July	Satisfactory
Internal check of financial records	Monthly	October	Satisfactory

Record Keeping:

Minutes properly numbered etc	on-going		Yes
Asset register available/updated (saved per financial year)	on-going	April	Yes
Financial Regulations available/updated	on-going	May	Yes
Backups taken of computer records	Daily	ongoing	Yes
Archived computer records	Periodically		Yes

Employees & Contractors:

Contracts of employment	on-going	September	Satisfactory
Contractors and hirers indemnity insurance checked	on-going	September	Satisfactory
Written arrangements with contractors	on-going	September	Satisfactory
Relevant policies and handbook	Annually	September	Agreed to have reviewed by experts triennially.

Member's Responsibilities:

Code of conduct	on-going	September	Yes
Register of interests completed and updated	on-going	September	Yes
Register of Gifts/Hospitality	on-going	September	Yes
Declarations of interest minuted	on-going	September	Yes
Relevant policies and induction kit	Annually	September	Yes

Document History		
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Review Staffing Committee	29/11/2016	1
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Approved	05/12/2016	2
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