

WEST WYCOMBE PARISH COUNCIL RISK SCHEDULE			
Item	Frequency	Last Reviewed	Comments/ Actions
Parish Council Insurance			
Including			
Public & Employers Liability	Annual		
Money & Fidelity Guarantee	Annual		
Personal Accident	Annual		
War Memorial	Annual		
Buildings Cover for Parish Owned Property/ community assets			
Pedestal Playing Field equipment	* Annual		
Inspection of Playground equipment By qualified Inspector			
	Annual		
Other Inspections/Maintenance:			
Tree Maintenance – Burial Ground	Annually & as reqd		
Playground equipment inspection	Weekly		
Financial Matters:			
Insurance Providers	Annual		
VAT return completed/submitted	Annual		
Additional audit fee	Annual		
Annual Salary Review	Annual - October 2013 for 1.4.14 start		
Bye-elections	If required		
Budget agreed, monitored and reported	Quarterly		
Precept requested	Annual		
Payments approval procedure	Financial regulations		
Bank Reconciliations	Monthly		
Clerk's Salary reviewed & documented	Annual - December 2014 for 1.1.15 start		
Use of Home as Office Allowance (if applicable)	Annual		
Chairman's Allowance reviewed & agreed	Annual		
Members' Allowance reviewed & agreed	Mileage paid according to HMRC rates		
Internal Audit	Annual		
External Audit	Annual		
Internal check of financial records	Annual and at monthly meetings		
Record Keeping:			
Minutes properly numbered etc	On-going		
Asset Register available/updated	On-going		
Financial Regulations available/updated	September 2011		
Standing Orders available/updated	September 2014		
Backups taken of computer records	daily – triple back up		

Archived computer records	daily – triple back up
Employees & Contractors:	
Contracts of employment	Annual
Contractors' Indemnity Insurance	On-going – Clerk has seen copies of public liability/method statements and risk assessment.
Members' Responsibilities:	
New Code of Conduct adopted	Yes
Register of Interests completed & updated	Yes and On-going
Declarations of interests minuted	On-going

10.4.15