

Pinvin Parish Council Risk Schedule 2019/20

Item	Frequency	Last Reviewed	Comments / Actions
Parish Council Insurance			
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 2019	
Pinvin Playing Fields Association	Annual		
Inspection of Playground	Annual	Annual external + weekly internal inspections	
equipment by qualified inspector		Annual external + weekly internal inspections	
Gas Safety Check & Certificate on Parish owned properties	Not Applicable	n/a	
Other Inspections/Maintenance:			
Playground equipment inspection by PC	Weekly	September 2019	Safety inspection checklists to be completed by Cllrs weekly and retained by the Clerk
Financial Matters:			
Banking Arrangements	Annual	January 2019	
Insurance Providers	Annual	May 2019	
VAT return completed and submitted	Bi-annual	October 2019	
Contingency fund for:			
additional audit fee	Annual	June 2019	Included in budget
annual salary review	Annual	April 2019	Included in annual budget
bi-elections	Annual		Not Included in reserves
Election		January 2019	Included in reserves
Budget agreed, monitored & reported	Quarterly + informal at each meeting	November 2019	
Precept requested	Annual	January 2019	
Payments approval procedure	Annual	May 2019	
Bank Reconciliations overseen by Councillors	Quarterly	November 2019	Cllr Coates - signed verifications retained by Clerk

Clerks salary reviewed & documented	Annual	April 2019	
Chairman's honorarium reviewed & agreed	Annual		Not completed
Internal Audit	Annual	March 2019	Handover of documents for Annual Return 2018/19 on 10.4.19
External Audit	Annual	June 2019	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
Record Keeping:			
Minutes properly numbered etc	On-going	April 2019	
Asset Register available/updated	On-going	31/04/2019	
Financial Regulations available/updated	On-going	Reviewed 2019	Reviewed May 19 PC meeting
Standing Orders available/updated	On-going	Reviewed 2019	Reviewed May 19 PC meeting
Backups taken of computer records	Monthly	January 2018	Completed February 2019
Archived computer records	Quarterly	January 2018	completed
Employees & Contractors:			
Contracts of employment	Annual	April 2019	Lengthsman WCC contract renewed with effect from 22/4/17
Contractors' indemnity insurance	On-going	April 2019	Grass-cutting contractor - Public liability Insurance documentation valid until
Written arrangements with contractors	On-going	April 2019	Order and T&C's forwarded to Grass-cutting contractor 6/4/19
Members' Responsibilities:			
Register of Interests completed & updated	On-going	May 2018	To be reminded at May 2019 AMPC
Register of Gift/Hospitality	On-going	N/A	
Declarations of interests minuted	On-going	Ongoing monthly	