

WESTON UNDER PENYARD PARISH COUNCIL RISK SCHEDULE

Item	Frequency	Last Reviewed	Comments / Actions
Parish Council Insurance:			
Public & Employers Liability	Annual	12/4/2019	Renewed with Came & Co
Volunteers	Annual	12/4/2019	Renewed with Came & Co
Money & Fidelity Guarantee	Annual	12/4/2019	Renewed with Came & Co
Personal Accident	Annual	12/4/2019	Renewed with Came & Co
War Memorial	Annual		
Other Inspections/Maintenance – PC owned:			
Bus shelters	Annual		
Grit Bins	Annual		
Dog Bins	Annual		
Financial Matters			
Banking arrangements	Annual	12/9/2019	
Insurance providers	Annual	12/4/2019	Renewed with Came & Co
VAT return completed and submitted	Annual	13/8/2019	
Contingency fund for:			
Additional audit fee	Annual		
Annual salary review	Annual		
Cover for staff sick periods			
Bye-elections	Annual		
Other	Annual		
Budget agreed, monitored & reported	Quarterly	29/8/2019	
Precept requested	Annual		
Payments approval procedure	Annual	12/9/2019	
Bank reconciliations overseen by Councillors	Quarterly	12/9/2019	
Clerk's salary reviewed & documented	Annual	30/1/2019	
Chairman's allowance reviewed & agreed	Annual	N/A	
Internal Audit	Annual	4/7/2019	Several exceptions to be addressed for next year
External Audit	Annual	N/A	Exemption certificate sent.
Internal check of financial records	Annual	12/9/2019	
Record keeping:			
Minutes properly numbered etc	On-going		
Asset Register available/updated	On-going		
Financial Regulations available/updated	On-going		
Standing orders available/updated	On-going		

Backups taken of computer records	Weekly	25/11/2019	
Archived computer records	Monthly	25/11/2019	
Employees & Contractors:			
Contracts of employment	Annual	29/1/2019	New clerk contract signed
Members' Responsibilities:			
New Code of Conduct adopted	Once		
Register of Interests completed & updated	On-going		
Register of Gift/Hospitality	On-going		
Declarations of Interests minuted	On-going		

The information given above was agreed at a meeting held on:

Signed:

Chair

Date: