

TIDDINGTON WITH ALBURY PARISH COUNCIL – RISK SCHEDULE – DECEMBER 2009

Item	Frequency reviewed	Date reviewed	Action needed/observed
Parish Council insurance:			
Public and employer's liability	Annual	OCT 09 MTG	
Money and fidelity guarantee	Annual	OCT 09MTG	RAISED FIDELITY LEVEL TO £30000
Personal accident	Annual	OCT 09 MTG	
Inspection of playground equipment by qualified independent inspector	Annual	JULY 09	
Inspection of playground equipment by Parish Council	Ongoing	ONGOING	
Financial matters:			
Banking arrangements	Annual	DEC 09 MTG	
Insurance providers	Annual	NEXT RENEWAL	
VAT return completion/submission	Annual	NEXT Y/END	
Annual salary review	Annual	NEXT Y/END	NALC Scale (Clerk)
Budget monitored	Quarterly	√	
Budget approved	Annual	DUE DEC 09	
Precept set, based on budget	Annual	DUE JAN 10	
Payments approval procedure	Annual	DEC 09 MTG	
Bank reconciliation available for review by councilors	Quarterly	√	
Clerk's salary reviewed and minuted	Annual	DUE Y/END	
Internal audit	Annual	DONE	
External audit	Annual	DONE	
Internal check of financial records	Annual	DONE	
Record keeping:			
Minutes properly numbered etc.	Ongoing	√	
Asset register available/updated	Ongoing	√	
Financial regulations available/updated	Ongoing	√	
Standing orders available/updated	Ongoing	DEC 09 MTG	
Backups taken of computer records	Weekly	√	
Archived computer records	Monthly	√	
Data protection	Ongoing	√	No database maintained-DATA PROTECTION POLICYOBSERVED
Employees & Contractors:			
Contracts of employment	Annual	√	
Contractors' indemnity insurance	Ongoing	DEC 09 MTG	
Written arrangements with contractors	Ongoing	√	
Members' responsibilities:			
New code of conduct adopted	Ongoing	√	
Register of interests completed and updated	Ongoing	DEC 09 MTG	
Declarations of interest minuted	Ongoing	√	
Register of gifts/hospitality	Ongoing	NONE	

Agreed at meeting held on

Signed.....(Chairman)..... (Clerk)