

|                                      |  |             |          |  |  |
|--------------------------------------|--|-------------|----------|--|--|
| Parish Council Risk Schedule - Index |  |             |          |  |  |
|                                      | Potential Risk Areas                             |             |          |  |  |
| Number                               | Item   | Frequency   | Month    |  |  |
|                                      |  |             |          |  |  |
| 1                                    | <b>Parish Council Insurance</b>                  | Annually    | March    |  |  |
|                                      | Public Liability                                 | Annually    | March    |  |  |
|                                      | Employers Liability                              | Annually    | March    |  |  |
|                                      | Volunteers                                       | Annually    | March    |  |  |
|                                      | Personal Accident, employees and members         | Annually    | March    |  |  |
|                                      | Fidelity guarantee                               | Annually    | March    |  |  |
|                                      | Play Area Cover                                  | Annually    | March    |  |  |
|                                      | <b>Asset cover:</b>                              | Annually    | March    |  |  |
|                                      | War memorial                                     | Annually    | March    |  |  |
|                                      | Notice Boards - Bosbury, Coddington and Website  | Annually    | March    |  |  |
|                                      | Insurance Providers                              | Annually    | March    |  |  |
|                                      |  |             |          |  |  |
| 2                                    | <b>Statutory Requirements</b>                    |             |          |  |  |
|                                      | Any borrowings properly authorised               | As required |          |  |  |
|                                      | Adoption of Code of Conduct                      | Annually    |          |  |  |
|                                      | Register of members interests                    | Ongoing     |          |  |  |
|                                      | Appointment of Internal Auditor                  | Annually    |          |  |  |
|                                      | Maintenance of proper accounting records         | Quarterly   |          |  |  |
|                                      | Review of Standing Orders                        | Annually    |          |  |  |
|                                      | Review of Financial Regulations                  | Annually    |          |  |  |
|                                      | Risk Assessment                                  | Annually    |          |  |  |
|                                      | Preservation of voters rights                    | Ongoing     |          |  |  |
|                                      | Safety of documents including minutes            | Ongoing     |          |  |  |
|                                      | Documentation regarding dealings with members of | Ongoing     |          |  |  |
|                                      | <b>Contingency fund for:</b>                     |             |          |  |  |
|                                      | Elections and bye elections                      | Annually    |          |  |  |
|                                      | Annual Salary review                             | Annually    | November |  |  |
| 3                                    | <b>Financial Matters:</b>                        |             |          |  |  |

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|--------------------------------------|---|-----------|-------------------------------|--|--|
|                                      | Potential Risk Areas                            |           |                               |  |  |
| Number                               | Item  | Frequency | Month                         |  |  |
|                                      | Banking Arrangements                            | Annually  |                               |  |  |
|                                      | Insurance Providers                             | Annually  |                               |  |  |
|                                      | VAT return completed and submitted              | Annually  |                               |  |  |
|                                      | Budget agreed, monitored and reported           | Annually  | November                      |  |  |
|                                      | Ensuring adequacy of Precept budget             | Annually  | November                      |  |  |
|                                      | Monitoring of expenditure with precept budget   | Quarterly |                               |  |  |
|                                      | Clerk salary reviewed and agreed                | Annually  | On anniversary of appointment |  |  |
|                                      | Audit   | Annually  |                               |  |  |
|                                      | Compliance with PAYE regulations                |           |                               |  |  |
|                                      | Compliance with VAT regulations                 |           |                               |  |  |
|                                      | Authorisation of payments procedure             | Ongoing   |                               |  |  |
|                                      | Legality of payments made                       | Ongoing   |                               |  |  |
|                                      |   |           |                               |  |  |
| <b>4</b>                             | <b>Record Keeping</b>                           |           |                               |  |  |
|                                      | Minutes numbered etc                            | Ongoing   |                               |  |  |
|                                      | Financial Regulations available                 | Ongoing   |                               |  |  |
|                                      | Standing Orders available                       | Ongoing   |                               |  |  |
|                                      | Asset register available and updated            | Ongoing   |                               |  |  |
|                                      | Data Protection                                 | Ongoing   |                               |  |  |
|                                      | Backups taken of computer records               | Ongoing   |                               |  |  |
|                                      | Freedom of Information Act                      | Ongoing   |                               |  |  |
|                                      | Original documents/deeds kept in fireproof safe | Ongoing   |                               |  |  |
|                                      |   |           |                               |  |  |
| <b>6</b>                             | <b>Employees and Contractors</b>                |           |                               |  |  |
|                                      | Contracts of employment                         | Ongoing   |                               |  |  |
|                                      | Job description reviewed                        | Annually  |                               |  |  |
|                                      | Mowing Contractors                              | Annually  |                               |  |  |
|                                      | Footpaths Contractor/Lengthsman                 | Annually  |                               |  |  |
|                                      | Written arrangements with contractors           | Ongoing   |                               |  |  |

|                                      |                                   |           |       |  |  |
|--------------------------------------|-----------------------------------|-----------|-------|--|--|
| Parish Council Risk Schedule - Index |                                   |           |       |  |  |
|                                      | Potential Risk Areas              |           |       |  |  |
| Number                               | Item                              | Frequency | Month |  |  |
|                                      | Contractors Indemnity Insurance   | Ongoing   |       |  |  |
|                                      |                                   |           |       |  |  |
| <b>7</b>                             | <b>Members</b>                    |           |       |  |  |
|                                      | Code of Conduct                   |           |       |  |  |
|                                      | Declarations of Interest minuted  | Ongoing   |       |  |  |
|                                      | Register of gifts and hospitality | Ongoing   |       |  |  |
|                                      |                                   |           |       |  |  |
| <b>9</b>                             | <b>Open Spaces</b>                |           |       |  |  |
|                                      | Playing Field                     | Annually  |       |  |  |
|                                      | War Memorial                      | Annually  |       |  |  |

|                          |      |
|--------------------------|------|
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|                          |      |
| Notes                    | Risk |
|                          |      |
| Renewed in May           |      |
| Renewed in May           |      |
| Renewed in May           |      |
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| Kept in lockable cabinet |      |
| Kept in lockable cabinet |      |
|                          |      |
|                          |      |
|                          |      |
|                          |      |

| Notes  | Risk |
|--|------|
| <b>Keep a copy of the most recent bank mandate with the Risk Assessment</b>      |      |
|  |      |
| or more frequently if expenditure warrants                                       |      |
|  |      |
|  |      |
|  |      |
| ntment   |      |
|  |      |
|  |      |
|  |      |
| Invoices presented at meetings, two signatories, chq stub and invoice initialled |      |
| <b>Financial Report noted and minuted</b>  |      |
|  |      |
|  |      |
|  |      |
| <b>Each councillor given a copy</b>  |      |
| <b>Each councillor given a copy</b>  |      |
|  |      |
|  |      |
| <b>Fortnightly by clerk - kept in seperate area</b>                              |      |
|  |      |
| <b>Deeds kept at ??????</b>  |      |
|  |      |
|  |      |
|  |      |
|  |      |
| <b>Keep copy contract with RA</b>  |      |
| <b>Keep copy contract &amp; insurance with RA</b>                                |      |
|  |      |

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| Notes               | Risk |
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|                     |      |
| Keep copy with RA   |      |
|                     |      |
|                     |      |
|                     |      |
|                     |      |
| Requires Completion |      |
| Requires Completion |      |