

Ombersley Doverdale Parish Council
RISK ASSESSMENT SCHEDULE

Item	Frequency	Last Reviewed	Comments / Actions
Parish Council Insurance			
Including:			
Public & Employers Liability	Annual	x	
Volunteers	Annual	x	
Money & Fidelity Guarantee	Annual	x	
Personal Accident	Annual	x	
Buildings cover for:	Annual	x	
Parish Owned Property	Annual	x	
and Assets such as:	Annual	x	
Playground Equipment	Annual	x	
Seats & Benches	Annual	x	
Parish Notice Board	Annual	x	
Check Village Hall insured by Village Hall Management Committee	Annual	letter	
Inspection of Playground equipment by qualified inspector	Annual		
Weekly Inpection & Annual RoSPA		x	
Other Inspections/Maintenance:			
Tree Maintenance at properties owned	Quarterly	na	
Tree Maintenance in memorial Gardens	Quarterly	x	
Playground equipment inspection by PC	Weekly	x	
Tree inspection by PC	Weekly	x	
Bus Shelters		x	
Financial Matters:			
Banking Arrangements	Annual	x	
Insurance Providers	Annual	x	
VAT return completed and submitted	Annual	x	
Contingency fund for:	Annual	x	
additional audit fee	Annual	x	
annual salary review	Annual	x	
Cover for staff sick periods			
by-elections	Annual	x	
other	Annual	x	
Budget agreed, monitored & reported	Quarterly	x	
Precept requested	Annual	x	
Payments approval procedure	Annual	x	
Bank Reconciliations overseen by Councillors	Quarterly	x	
Clerks salary reviewed & documented	Annual	x	
Chairman's allowance reviewed & agreed	Annual	x	
Internal Audit	Annual	x	
External Audit	Annual	x	
Internal check of financial records	Annual	x	
Record Keeping:			
Minutes properly numbered etc	On-going	x	
Asset Register available/updated	On-going	x	
Financial Regulations available/updated	On-going	x	
Standing Orders available/updated	On-going	x	
Backups taken of computer records	Weekly	x	
Archived computer records	monthly	x	
Employees & Contractors:			
Contracts of employment	Annual	x	

Contractors' indemnity insurance	On-going	x
Written arrangements with contractors	On-going	x
Members' Responsibilities:		
New Code of Conduct adopted	Once	x
Register of Interests completed & updated	On-going	x
Register of Gift/Hospitality	On-going	x
Declarations of interests minuted	On-going	x

The Information given above was agreed at the Parish Council Meeting held on Tuesday, 17th May 2016

Signed: *D Ingram*

Date:

Chairman

17-May-16