

## SWATON PARISH COUNCIL

<b>Parish Council Risk Schedule</b>			
Item	Frequency	Last Reviewed	Comments/ Actions
Parish Council Insurance, including:	Annual		
Public and Employers' Liability	Annual		
Money and Fidelity Guarantee	Annual		
Personal Accident	Annual		
Equipment/Bus shelters/bins	Annual		
Inspection of Playground Equipment by Qualified Inspector (when completed)	Annual		
<b>Other Inspections/Maintenance:</b>			
Tree Maintenance – Rec Ground	Annually and as Required		
Inspection of Playground Equipment by Parish Council	Weekly (members)		
<b>Financial Matters:</b>			
Banking Arrangements	Annual		
Insurance Providers	Annual		
VAT Return Completed/Submitted	As appropriate		
<b>Other:</b>			
Budget Agreed, Monitored and Reported	Annual		
Precept Requested	Annual		
Clerk's Salary Reviewed and Documented	Annual		
Use of Home as Office Allowance	Annual		
Chairman's Allowance Reviewed and Agreed	Annual		
Internal Audit	Annual		
External Audit	Annual		
Check of Financial Records	Each meeting		
<b>Record Keeping:</b>			
Minutes Properly Numbered etc	On-going		
Asset Register Available/Updated	On-going		
Financial Regulations Available/Updated	On-going		
Standing Orders Available/Updated	On-going		
Archived Computer Records	Monthly		
<b>Employees</b>			
Contracts of Employment	Annual		
<b>Members' Responsibilities:</b>			
Standing Orders reviewed.	Minimum annually		
Financial Regs reviewed and adopted	Minimum annually		
Code of Conduct Adopted	On-going		
Register of Interests Completed and Updated	On-going		
Register of Gifts/Hospitality	On-going		
Declarations of Interests Minuted	On-going		

The information given above was agreed at the Meeting held on **17 MAY** 2016 as being a correct record.

Signed:



Chairman

Clerk

