

HOLT PARISH COUNCIL RISK SCHEDULE

ITEM	DETAILS	FREQUENCY	REVIEWED	COMMENTS/ACTION
Parish Council Insurance				
	Public and Employers Liability	Annual	May 2016	
	Money and Fidelity Guarantee	Annual	May 2016	
	Personal Accident	Annual	May 2016	
	Libel and Slander	Annual	May 2016	
	Officials Indemnity	Annual	May 2016	
	Legal Expenses	Annual	May 2016	
	Property Damage	Annual	May 2016	
Village Hall Insurance	Check with Village Hall Management Committee	Annual	January 2016	
Policies and Procedures	Members Allowance Scheme agreed and published	Annual		To date we do not have a members allowance scheme
	Standing Orders	Annual	May 2016	
	Financial Regulations	Annual	May 2016	
	Reserves Policy	Annual	May 2016	
	Appointed Internal Auditor	Annual	April 2016	

This Information given above was agreed at the Annual Meeting held on 19 May 2016 as being a correct record.

Chairman

Date

Financial Matters	Banking Arrangements	Annual	April 2016	
	Insurance Providers	Annual	May 2016	
	VAT return	As required and at least 3 yearly.	April 2016	VAT return last completed by Clerk 04/2015
	Contingency fund for: Additional audit fee Annual salary review Cover for staff Bye-elections Other	Annual	November 2015	
	Budget, agreed, monitored and reported	On-going		Spreadsheet reviewed at each meeting
	Precept requested	Annual	January 2016	
	Payments approval procedure	Annual	April 2016	
	Bank Reconciliation overseen by Councillors	On-going		
	Clerks salary reviewed and documented	Annual	November 2015	
	Chairman's Allowance reviewed and agreed	Annual		The Chairman does not currently claim an allowance
	Internal Audit	Annual	April 2016	
	External Audit	Annual	April 2016	
	Internal Check of financial records	Annual	April 2016	
	Financial return completed	Annual	April 2016	

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Record Keeping	Minutes properly numbered etc.	On-going		
	Asset register available/updated	Annual	April 2016	Bus Shelter details reviewed annually and included in annual return and insurance schedules. Village gates, telephone box and Parish noticeboard added to insurance schedule
	Financial Regulations available/updated	On-going	May 2016	These are reviewed on an annual basis.
	Standing orders available/updated	On-going	May 2016	These are reviewed on an annual basis.
	Back ups taken of computer records	On-going		
	Archived Computer records	On-going		
Employees and Contractors	Contracts of Employment (Lengthsman)	Annual	April 2016	
	Contractors Indemnity Insurance (Lengthsman)	Annual	April 2016	
	Written arrangements with Contractor (Lengthsman)	Annual	April 2016	
				Clerk does not currently hold a contract of

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				employment
Members Responsibilities	Code of Conduct adopted	Following election	May 2016	This is reviewed on an annual basis.
	Register of Interests completed and updated	Ongoing	May 2016	Any changes are notified at Parish Council Meetings.
	Register of Gift/Hospitality	Ongoing	N/A	
	Declarations of Interest minuted	Ongoing		Noted at each Parish Council Meeting.

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Chairman

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