

PRESTEIGNE AND NORTON COUNCIL RISK SCHEDULE MARCH 2018			
Item	Frequency	Last reviewed	Notes
Council Insurance	Annual	Aug-17	3 year agreement to Aug 2019
Including :-			
Public Liability	Annual	Aug-17	Indemnity £10,000,000. Official's Indemnity £500,000
Employers Liability	Annual	Aug-17	Indemnity £10,000,000
Buildings Cover - Barn at Wents Meadow	Annual	Aug-17	Sum Insured £16,963.65
Toilets Wilson Terrace	Annual	Aug-17	Sum Insured £80,589.75
Toilets Hereford Street	Annual	Aug-17	Sum Insured £99,908.76
Assets Office Equipment/Stationery	Annual	Aug-17	Not insured
2 defibrillators & cabinets	Annual	Aug-17	£5000 (standard figure)
Fidelity Guarantee	Annual	Aug-17	Sum Insured £150,000
Commercial Legal Protection	Annual	Aug-17	£100,000
Personal Accident (employees/volunteers/Members)	Annual	Aug-17	Capital Benefit £100,000, temp benefit £500 week, medical exp £10,000
Seats and Benches	Annual	Aug-17	Not insured.
Parish Notice Board	N/A	N/A	
Village Hall	N/A	N/A	Not responsible for a Hall
Inspection of Playgrounds by Qualified Inspector			
Tennis Court/MUGA	Annual	Mar-18	Due June 2018 Via Approved ROSPA Inspector
Skateboard Park	Annual	Mar-18	Due March 2017 Via Approved ROSPA Inspector
Gas Safety Check on Parish owned properties	N/A	N/A	
Other Inspections/Maintenance Town Council Property			
Tree maintenance on recreation ground	Annual	Mar-18	Visual inspections carried out annually. Completed Nov 2017
Goalpost bar bolts fitted to make secure	N/A	N/A	
Tree maintenance at properties owned	N/A	N/A	
Bike/Skateboard/Barn - Equipment inspection by Town Council	Twice Weekly	Mar-18	Inspections made by Mr. Close
Tennis Court/MUGA - Equipment Inspection by Town Council	Twice Weekly	Mar-18	
Visual Tree Inspection by Town Council	Annual	Mar-18	Tree Maintenance Plan produced.
Wilson Terrace Toilets	Twice weekly	Mar-18	Included in Meadow inspections
Hereford Street Toilets	Daily	Mar-18	Daily via contract cleaner. Fortnightly via Mr. Close
Financial Matters			
Banking Arrangements	Annual	Mar-18	Five accounts with HSBC Bank 3 current, 2 High Interest
Insurance Provider	Annual	Aug-17	Currently Hiscox via Came & Co
VAT return completed and submitted	Annual	Mar-18	To be completed a.s.a.p. after end of financial year.
Contingency Fund for :-			
additional audit fee	Quarterly	Mar-18	Balances reviewed quarterly. Adequate reserves held in High Interest A/c

Last updated March 2018

annual salary review	Quarterly	Mar-18	Balances reviewed quarterly. Adequate reserves held in High Interest A/c
cover for staff sick periods	Quarterly	Mar-18	Balances reviewed quarterly. Adequate reserves held in High Interest A/c
casual elections	Quarterly	May-18	Balances reviewed quarterly. Adequate reserves held in High Interest A/c
other	Quarterly	Jun-18	Balances reviewed quarterly. Adequate reserves held in High Interest A/c
Budget agreed, monitored and reported	Quarterly	Jul-18	
Precept requested	each January	Mar-18	
Payments Approval procedure	Monthly	Mar-18	Submitted to monthly meetings/approval minuted.
Issuing of cheques	Monthly	Mar-18	Two signatures required. Clerk not permitted to sign.
Bank reconciliations / invoices overseen by Councillors	six monthly	Mar-18	In line with interim and final audits.
Clerk's salary reviewed & documented	Annual	Jan-18	Reviewed alongside setting of annual precept
Chairman's allowance reviewed and agreed	Annual	Jan-18	Reviewed alongside setting of annual precept
Internal Audit	six monthly	Nov-17	Interim and Final Audits carried out
External Audit	Annual	Mar-18	Grant Thornton confirmed by Wales Audit office
Internal Check of financial records	Monthly	Apr-18	Carried out by RFO (Clerk) and invoices inspected annually by Mayor
Record Keeping			
Minutes properly numbered etc.	On-going	Mar-18	
Asset register available/updated	On-going	Mar-18	
Financial Regulations available/updated	On-going	May-17	Review of regulations annually
Standing orders available/updated	On-going	May-17	Review of regulations annually
Back ups taken of computer records	Daily	Mar-18	Via one drive. Periodically via hard drive
Archived computer records	Monthly	Mar-18	
Employees and Contractors			
Contracts of Employment	On appointment	Jan-18	Town Clerk, updated contract issued February 2017
Written arrangements with contractors	On going	Mar-18	As above High Ground Maintenance (grass cutting) T. Lloyd-John (cleaning)
Contractors Indemnity Insurance	On going	Mar-18	As above
Members Responsibilities			
Code of Conduct Adopted	On-going	May-17	Information given to all Members
Register of Interests completed and updated	Online	Mar-18	From January 2015 on website
Register of gifts/hospitality	On-going	Mar-18	
Declarations of Interest Minuted	On-going	Mar-18	Included in Minutes and on website
The information given above was agreed at the Meeting of the Town Council held on			
Signed	Chairman/Mayor	Date	