

<b>Princes Risborough Town Council Risk Schedule</b>	<b>Frequency</b>	<b>Last Reviewed</b>	<b>Comments/Actions</b>
Town Council Insurance			
Including Public & Employers Liability	Annual	May	£15 Million for PIL
Money & Fidelity Guarantee	Annual	May	No change
Personal Accident	Annual	May	No change
Building Cover for Parish Owned Property/ Community assets	Annual	May	changes approved at T
Gas Safety Check/Fire/Electrical - Market House	Annual	May	Inspected by Connaught Cor
Gas Safety Check/Fire/Electrical - Office	Annual	May	Inspected by Connaught Cor
Inspection of Playground equipment by qualified Inspector - ARD	Quarterly	March	All high risk items actio
by Risk Inspection Officer	Monthly	May	All high risk items actio
by Maintenance Team	Weekly	May	
Other Inspections/Maintenance:			
Tree Survey by WDC Aboriculturalist	As required	Mar-15	
Goalpost bar - bolts fitted to make secure HHMC	start & finish of Season (stored)		
Tree maintenance	Annually - ongoing		
Financial Matters:			
Finance Risk & Management Review	Annual	May	Satisfactory
Banking Arrangements	Annual	May	Satisfactory
Insurance Providers	Annual	April	Satisfactory
VAT return completed/submitted	Quarterly	April	Satisfactory
Annual Salary Review	Annual	Nov - estimates	Satisfactory
Bye-Elections	Annual	Nov - estimates	Satisfactory
Other	Annual	Nov - estimates	Satisfactory
Budget agreed, monitored and reported	Monthly	May	Satisfactory
Precept requested	Annual	January	Satisfactory
Payments approval procedure	Monthly	May	Satisfactory
Bank reconciliations overseen by Finance committee	Monthly	May	Satisfactory
Members' allowance reviewed and agreed	Annual	Nov - estimates	Satisfactory
Internal Audit	Annual	April	Satisfactory
External Audit	Annual	May	Satisfactory

Internal check of financial records	Monthly	May	Satisfactory
Record Keeping:			
Minutes properly numbered etc	on-going		Yes
Asset register available/updated	on-going	Apr-16	Yes
Financial Regulations available/updated	on-going	Mar-16	Yes
Backups taken of computer records	Daily	Daily	
Archived computer records	Periodically	Auto archive	
Employees & Contractors:			
Contracts of employment	on-going		Satisfactory
Contractor' Indemnity Insurance	on-going		Satisfactory
Written arrangements with contractors	on-going		Satisfactory
Members' Responsibilities:			
New code of conduct adopted	on-going		Yes
Register of interests completed & updated	on-going		Yes
Register of Gifts/Hospitality	on-going		Yes
Declarations of interests minuted	on-going		Yes
<b>The information given above was agreed at the Town Council Meeting held on the</b>		<b>31st May 2016</b>	
<b>as being a correct record.</b>			
<b>Signed:</b>	<b>Date:</b>		
<b>Chairman</b>			
<b>Clerk</b>			