

HAZLEMERE PARISH COUNCIL RISK ASSESSMENT SCHEDULE
Adopted by Full Council 6 September 2016

ITEM	REVIEWED	COMMENTS
Parish Council Insurance:	Annual: September	Renewed with Hiscox September 2016 for 3 year term until September 2019
Public & Employers Liability		
Money & Fidelity Guarantee		
Personal Accident		
Buildings Cover for all Owned Property		
Community Assets		
War Memorial	Annual: October	Reviewed Full Council 4 August 2015: Clerk to obtain quotation for cleaning and Warden to remove wreaths.
Fire Safety	Annual: March February March January	Completed certificates in office
Electrical PAT testing		
Emergency Lighting		
Gas Safety Check		
Tree Maintenance Inspection	As necessary	
Playground equipment inspection	Daily Mon – Fri by Warden	All repairs undertaken immediately or equipment made safe
	Annually by External Company	Outside company recommendations considered and implemented when appropriate.
Finance		
Banking Arrangements	Annual: November Budget Meeting	Risk assessment complete Electronic Banking August 2016
Hazlemere Memorial Hall	As appropriate	Legal advice taken from legal

		advisors regarding underlease and lease
Insurance Providers	Annual: September	See above
VAT return completed/submitted quarterly	Quarterly	De Minimis Limit needs to be monitored for Hazlemere Memorial Hall
Internal audit	Twice a year	Completed Spring 2016
Annual Salary Review	Annual: November Budget Meeting	Completed 2015
Budget agreed, monitored and reported	Monthly	Full Council Meetings
Precept requested	Annual: November Budget Meeting	Completed 2015
Payments approval procedure	Month	Full Council Meetings
Bank Reconciliations	Month	Completed monthly
Staff Appraisals	Annual: November Budget Meeting	Warden and Clerk's Assistant completed 2015
Employees & Contractors:		
Contracts of employment	As Necessary	Completed November 2015
Chairman's Allowance reviewed & agreed	Annual: November Budget Meeting	Completed November 2015
Record Keeping:		
Minutes properly numbered etc	Annual	Monthly
Asset Register available/updated	As Necessary	August 2016
Financial Regulations available/updated	As Necessary	May 2015
Standing Orders available/updated	As Necessary	May 2015
Backups taken of computer records	Daily	
Members' Responsibilities:		
Code of Conduct	As Necessary	May 2015
Register of Interests completed &	As Necessary	May 2015

updated		
Register of Gifts/Hospitality	As Necessary	
Declarations of Interests minuted	As Necessary	Monthly Full Council Meetings

The information given above was agreed at the Full Council Meeting held on 6 September 2016 as being a correct record.

Signed:

Date:

Chairman

Clerk

Review May 2017
Reviewed August 2016