

# Tarset & Greystead Parish Council Risk Schedule

Item	Frequency	Last Reviewed	Comments/ Actions
<b>Parish Council Insurance :</b>			
Public and Employers' Liability	Annual		
Money and Fidelity Guarantee	Annual		
Personal Accident	Annual		
Buildings Cover for Parish Owned Property/Community Assets	Annual		
<b>Other Inspections/Maintenance:</b>			
Orchard Maintenance	Quarterly		
<b>Financial Matters:</b>			
Banking Arrangements	Annual		
Insurance Providers	Annual		
VAT Return Completed/Submitted	Annual		
Additional Audit Fee	Annual		
Annual Salary Review	Annual		
Other:			
Budget Agreed, Monitored and Reported	Annual		
Precept Requested	Annual		
Payments Approval Procedure	Annual		
Bank Reconciliation	Monthly		
Clerk's Salary Review	Annual		
Use of Home as Office Allowance	Annual		
Internal Audit	Annual		
External Audit	Annual		
<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		
Back-up Taken of Computer Records	On-going		
Archived Computer & Paper Records	Annual		
<b>Employees:</b>			
Contracts of Employment	Annual		

<b>Members' Responsibilities:</b>			
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  
as being a correct record.

2014

Signed:

Date:

Chairman

Signed:

Date:

Clerk