

Princes Risborough Town Council Risk Schedule	Frequency	Last Reviewed	Comments/Actions		
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/		May	changes approved at TC meeting May 2018		
Community assets	Annual	May	No change		
Safety Check/Fire/Electrical - Market House	Annual	Oct	Inspected by Interserve		
Safety Check/Fire/Electrical - Office	Annual	May	Inspected by PSA Electrical Contractors		
Inspection of Playground equipment	Quarterly	March	All high risk items actioned		
by qualified Inspector - ARD					
by Risk Inspection Officer	Monthly	May	All high risk items actioned		
by Maintenance Team	Weekly	May			
Other Inspections/Maintenance:					
Tree Survey by WDC Arboriculturalist	As required	Mar-15	To be reviewed 2019/20		
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	March	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-18	Yes		
Financial Regulations available/updated	on-going	Mar-18	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		
The information given above was agreed at the Town Council Meeting held on the		29th May 2018			
as being a correct record.					
Signed:	Date:				
Chairman					
Clerk					