

<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-20	£15 Million for PIL		
Money & Fidelity Guarantee	Annual	May-20	No change		
Personal Accident	Annual	May-20	No change		
Building Cover for Parish Owned Property/ Community assets	Annual	May-20	changes approved at TC meeting May 2018		
Safety Check/Fire/Electrical - Market House	Annual	Nov-19	Inspected by Matrix		
Safety Check/Fire/Electrical - Office	Annual	May-19	Inspected by PSA Electrical Contractors		
Inspection of Playground equipment by qualified Inspector - ARD	Quarterly	Mar-20	All high risk items actioned		
by Risk Inspection Officer	Monthly	Jun-20	All high risk items actioned		
by Maintenance Team	Weekly	Jun-20			
Other Inspections/Maintenance:					
Tree Survey by WDC Arboriculturalist	As required	Apr-19	To be reviewed 2022/2023		
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-20	Satisfactory		
Banking Arrangements	Annual	May-20	Satisfactory		
Insurance Providers	Every three years	Apr-18	Satisfactory		
VAT return completed/submitted	Quarterly	Apr-20	Satisfactory		
Annual Salary Review	Annual	Dec- estimates	Satisfactory		
Bye-Elections	Annual	Dec - estimates	Satisfactory		
Other	Annual	Dec - estimates	Satisfactory		
Budget agreed, monitored and reported	Monthly	Jun-20	Satisfactory		
Precept requested	Annual	Jan-20	Satisfactory		
Payments approval procedure	Monthly	May-20	Satisfactory		
Bank reconciliations overseen by Finance committee	Monthly	Jun-20	Satisfactory		
Members' allowance reviewed and agreed	Annual	Dec- estimates	Satisfactory		
Internal Audit	Annual	May-20	Satisfactory		
External Audit	Annual	May-19	Satisfactory		
Internal check of financial records	Monthly	May-20	Satisfactory		

<b>Record Keeping:</b>					
Minutes properly numbered etc	on-going		Yes		
Asset register available/updated	on-going	Jun-20	Yes		
Financial Regulations available/updated	on-going	Mar-18	Yes		
Backups taken of computer records	Daily	Daily			
Archived computer records	Periodically	Auto archive			
<b>Employees &amp; Contractors:</b>					
Contracts of employment	on-going		Satisfactory		
Contractor' Indemnity Insurance	on-going		Satisfactory		
Written arrangements with contractors	on-going		Satisfactory		
<b>Members' Responsibilities:</b>					
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>28th July 2020</b>			
<b>as being a correct record.</b>					
<b>Signed:</b>	<b>Date:</b>				
<b>Chairman</b>					
<b>Clerk</b>					