

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL RISK SCHEDULE 2018/19

Item	Frequency	Last Reviewed	Comments / Actions
Parish Council Insurance:			
Public & Employers Liability	3 years	May 2018	Zurich Insurance – Policy No: YU-2720450693
Volunteers	3 years	May 2018	As above
Money & Fidelity Guarantee	3 years	May 2018	As above
Personal Accident	3 years	May 2018	As above
Buildings cover for:			
Parish owned property and assets such as:			
Bus Shelters	3 years	May 2018	As above
Gates a& Fences	3 years	May 2018	As above
Playground equipment	3 years	May 2018	As above
Notice boards	3 years	May 2018	As above
Other Assets	3 years	May 2018	As above
Check Village Hall insured by			
Village Hall Management Committee:			
Electrical Safety Certificate	Bi-Annual	Jan 2017	P Hudson PAT bi annual – next due early 2019. In 2017 full 5 year electrical circuit check
Gas Service/Safety	Annual	Jan 2017	Clinton Lewis Heating – delayed until May when heating is off due to issues.
PV Solar Panels	Monthly	--	No servicing requirement. Performance monitored monthly
Fire Alarm	Annual	Oct 2017	Herefordshire Fire Alarm Services
Fire Extinguishers	Annual	Nov 2017	Herefordshire Fire Protection Services
Sports pavilion:			
Insurance	Annual	Oct 2017	Ansvar 6109331
Electrical Safety Certificate	Bi-Annual	Jan 2017	P Hudson. PAT- bi-annual next due early 2019 – Full electrical circuit check - April 2018
Gas Service/Safety	Annual	Aug 2017	Clinton Lewis Heating
Fire Extinguishers	Annual	Nov 2017	Herefordshire Fire Protection Services
Security Alarm	Annual	Oct 2017	Security Alarm Services
Fire Alarm	Annual	Jan 2017	P Hudson
Solar Panels	Annual	Nov 2017	Efficient Energy Centre
Inspections:			
Playground equipment by PC/PC Representative	Weekly	April 2018	Records handed in bi-monthly
Playground equipment by Chair of PC	Quarterly	March 2018	
Playground equipment by Gordon Playground Inspections	Annual	August 2017	
Playground equipment by Playdale	5-yearly	July 2016	See Note Below – due summer 2018

Tree maintenance: Bartestree Cross Roads	Bi-Annually	Nov 2016	Due Nov 2018
Sports Field	Bi-Annually	Nov 2016	Due Nov 2018
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Financial Matters			
Banking arrangements	Annual	May 2018	
Insurance providers	3 years	May 2018	
VAT return completed and submitted	As required	May 2018	
Contingency fund for:			
Additional audit fee	Annual	Nov 2017	
Annual salary review	Annual	Nov 2017	
Election Costs	Annual	Nov 2017	
Budget agreed	Annual	Nov 2017	
Budget monitored & reported	2-Monthly	May 2018	
Precept requested	Annual	Jan 2018	
Payments approval procedure	Annual	May 2018	
Bank reconciliations overseen by Councillors	2-Monthly	May 2018	
Clerk's salary reviewed & documented	Annual	March 2018	Next review Nov 2018 – then annually in Nov afterwards
Internal Audit	Twice Annually	May 2018	Next audit Nov 2018
External Audit	Annual	May 2018	
Record keeping:			
Minutes properly numbered etc	On-going	May 2018	
Asset Register available/updated	On-going	May 2018	
Financial Regulations available/updated	On-going	May 2018	
Standing orders available/updated	On-going	May 2018	
Backups taken of computer records	Weekly	Ongoing	
Employees & Contractors:			
Contracts of employment	Annual	Nov 2018	
Contractors' indemnity insurance	On-going	March 2019	
Written arrangements with contractors	On-going	March 2019	

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Members' Responsibilities:			
Code of Conduct (modified) adopted	Annual	May 2018	
Register and Changes of Declarable Interests to Hereford Council	On-going	May 2018	
Register of Interests completed & updated	On-going	On-going	
Declarations of Interests minuted	On-going	On-going	
Applications for dispensation for Councillors to discuss Precept	Annually	May 2018	
Applications for dispensations minuted	On-going	ongoing	

Note: At the Parish Council Meeting on 12 July 2016 (Item 8.4.3) it was resolved to dispense with the annual inspection as Playdale had pointed out some deficiencies when carrying out repairs. Parts replacement and part inspection carried out. Formal inspection deferred to 2018

The information given above was agreed at a meeting held on Tuesday 8 May 2018

Signed:
(Chairman)

Date: Tuesday 8 May 2018