

## **BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL RISK SCHEDULE 2019/20**

<b>Item</b>	<b>Frequency</b>	<b>Last Reviewed</b>	<b>Comments / Actions</b>
<b>Parish Council Insurance:</b>			
Public & Employers Liability	3 years	May 2019	Zurich Insurance – Policy No: YU-2720450693
Volunteers	3 years	May 2019	As above
Money & Fidelity Guarantee	3 years	May 2019	As above
Personal Accident	3 years	May 2019	As above
<b>Buildings cover for:</b>			
Parish owned property and assets such as:			
Bus Shelters	3 years	May 2019	As above
Gates a& Fences	3 years	May 2019	As above
Playground equipment	3 years	May 2019	As above
Notice boards	3 years	May 2019	As above
Other Assets	3 years	May 2019	As above
<b>Check Village Hall insured by</b>			
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	May 2019	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	Nov 2018	Herefordshire Fire Alarm Services
Fire Extinguishers	Annual	Nov 2018	Herefordshire Fire Protection Services
Sports pavilion:			
Insurance	Annual	Oct 2018	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 2018	Clinton Lewis Heating
Fire Extinguishers	Annual	Nov 2018	Herefordshire Fire Protection Services
Security Alarm	Annual	Oct 2018	Security Alarm Services
Fire Alarm	Annual	Feb 2019	P Hudson
Solar Panels	Annual	Mar 2019	Efficient Energy Centre
<b>Inspections:</b>			
Playground equipment by PC/PC Representative	Weekly	April 2019	Records handed in bi-monthly
Playground equipment by Chair of PC	Quarterly	March 2019	
Playground equipment by Gordon Playground Inspections	Annual	August 2018	
Playground equipment by Playdale	5-yearly	July 2016	Deferred until late 2019 when new equipment will be added

			and existing inspected and replace or repaired as necessary
Tree maintenance: Bartestree Cross Roads	Bi-Annually	Nov 2018	Due Nov 2020 – and ongoing
Sports Field	Bi-Annually	Nov 2018	Due Nov 2020 – and ongoing
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<b>Financial Matters</b>			
Banking arrangements	Annual	May 2019	
Insurance providers	3 years	May 2019	
VAT return completed and submitted	As required	May 2019	
Contingency fund for:			
Additional audit fee	Annual	Nov 2018	
Annual salary review	Annual	Nov 2018	
Election Costs	Annual	Nov 2018	
Budget agreed	Annual	Nov 2018	
Budget monitored & reported	2-Monthly	May 2019	
Precept requested	Annual	Jan 2019	
Payments approval procedure	Annual	May 2019	
Bank reconciliations overseen by Councillors	2-Monthly	May 2019	
Clerk's salary reviewed & documented	Annual	Nov 2018	
Internal Audit	Annually	May 2019	
External Audit	Annual	May 2019	
<b>Record keeping:</b>			
Minutes properly numbered etc	On-going	May 2019	
Asset Register available/updated	On-going	May 2019	
Financial Regulations available/updated	On-going	May 2019	
Standing orders available/updated	On-going	May 2019	
Backups taken of computer records	Weekly	Ongoing	
<b>Employees &amp; Contractors:</b>			
Contracts of employment	Annual	Nov 2019	
Contractors' indemnity insurance	On-going	March 2019	
Written arrangements with contractors	On-going	March 2019	

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<b>Members' Responsibilities:</b>			
Code of Conduct (modified) adopted	Annual	May 2019	
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 2019	
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 14 May 2019

Signed:  
(Chairman)

Date: Tuesday 14 May 2019