

**ERWOOD COMMUNITY COUNCIL - RISK ASSESSMENT FORM FOR APRIL 2023 TO MARCH 2024**

Item	Frequency	Last reviewed	Notes
<b>Council Insurance - Due 1st June</b>	Annual	Apr-22	Final year of 3 year agreement with BHIB
Including :-			
Public & Products Liability	Annual	May-22	Indemnity £10,000,000
<b>Addition of Insurance for Notice Boards &amp; Defibs.</b>		<b>Nov-22</b>	<b>Added to Public &amp; Products Liability</b>
Employers Liability	Annual	May-22	Indemnity £10,000,000
Assets - Computer & Printer	Annual	May-22	Covered under Home Contents Insurance
Fidelity Guarantee	Annual	May-22	Indemnity £250,000
Personal Accident	Annual	May-22	Indemnity £100,000
Officials Indemnity	Annual	May-22	Indemnity £500,000
Legal Expenses	Annual	May-22	Indemnity £250,000
Libel & Slander	Annual	May-22	Indemnity £250,000
<b>Financial Matters</b>			
Banking Arrangements	On going		Barclays - Community Acct & Business Premium Acct
Insurance Provider	Annual	May-22	Final year of 3 year agreement with BHIB
VAT return completed and submitted	Annual	Apr-22	To be completed a.s.a.p. after end of financial year.
Contingency Fund for :-			
additional audit fee	Annual	Feb-22	Transfer if required from Business Premium Acct into Community Acct
annual salary review	Annual	Jan-22	Transfer if required from Business Premium Acct into Community Acct
Budget agreed, monitored and reported	Annual	Jan-22	
Precept requested	Annually	Jan-22	
Payments Approval procedure	Each Meeting		Submitted to meetings/approval minuted.
Issuing of cheques	Each Meeting		Two signatures required from Signatories -Two Councillors as Treasurers and/or Clerk.
Bank reconciliations / invoices overseen by Councillors	Quarterly		Two Treasurers oversee invoices also bank statements agreed at meetings monthly
Clerk's salary reviewed & documented	Annual	May-22	At AGM in May
Chairman/Councillors allowances reviewed and agreed	Annual	01/22-4/22	In January - Most Councillors opt out. Form sent to IRPW in April - Nil reports required.
Internal Audit	Bi-Annually	Aug-22	Internal Auditor appointed in 2018
External Audit	Annual	Jun-22	Audit Wales, Cardiff
Internal Check of financial records	On going		Clerk is RFO but checked by Chairman & Treasurers periodically
<b>Record Keeping</b>			
Minutes properly numbered etc.	On-going	May-22	Checked at AGM & by Internal Audit
Asset register available/updated	On-going	May-22	Checked at AGM & by Internal Audit
Financial Regulations available/updated	On-going	May-22	Checked at AGM & by Internal Audit
Standing orders available/updated	On-going	May-22	None
Back ups taken of computer records	Regularly	Nov-22	
Archived computer records	Annually	Nov-22	
<b>Employees and Contractors</b>			Clerk only - no outside contracts
<b>Members Responsibilities</b>			
Code of Conduct Adopted		Nov-16	Code of Conduct adopted at meeting Nov. 2016 & advertised in local newspaper
Register of Interests completed and updated	On-going	Apr-22	Register kept by Clerk and put on Website
Register of gifts/hospitality	On-going		Nil received to date
Declarations of Interest Minuted	On-going		At meeting as appropriate Minuted and entered into register
The information given above was agreed at the Meeting of Erwood Community Council held on			
<b>Signed</b>	<b>Date</b>		
<b>Chairman</b>			

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