

ERWOOD COMMUNITY COUNCIL - RISK ASSESSMENT FORM FOR APRIL 2024 TO MARCH 2025

Item	Frequency	Last reviewed
Council Insurance - Due 1st June	Annual	Apr-23
Including :-		
Public & Products Liability	Annual	Apr-23
Notice Boards & Defibs.		Nov-22
Employers Liability	Annual	Nov-23
Assets - Computer & Printer	Annual	May-23
Fidelity Guarantee	Annual	May-23
Personal Accident	Annual	May-23
Officials Indemnity	Annual	May-23
Legal Expenses	Annual	May-23
Libel & Slander	Annual	May-23
Financial Matters		
Banking Arrangements	On going	
Insurance Provider	Annual	May-23
VAT return completed and submitted	Annual	Apr-23
Contingency Fund for :-		
additional audit fee	Annual	Feb-23
annual salary review	Annual	Nov-23
Budget agreed, monitored and reported	Annual	Dec-23
Precept requested	Annually	Jan-23
Payments Approval procedure	Each Meeting	
Issuing of cheques	Each Meeting	
Bank reconciliations / invoices overseen by Councillors	Quarterly	
Clerk's salary reviewed & documented	Annual	Nov-23
Chairman/Councillors allowances reviewed and agreed	Annual	01/23/-4/23
Internal Audit	Bi-Annually	May-23
External Audit	Annual	Aug-23
Internal Check of financial records	On going	
Record Keeping		
Minutes properly numbered etc.	On-going	May-23
Asset register available/updated	On-going	May-23
Financial Regulations available/updated	On-going	May-23
Standing orders available/updated	On-going	May-23
Back ups taken of computer records	Regularly	May-23
Archived computer records	Annually	May-23
Employees and Contractors		
Members Responsibilities		
Code of Conduct Adopted		Nov-16
Register of Interests completed and updated	On-going	Apr-23
Register of gifts/hospitality	On-going	
Declarations of Interest Minuted	On-going	
The information given above was agreed at the Meeting of Erwood Community Council held on		
Signed	Date	
Chairman		

Notes
Insurance to be renewed in April 2024.
Indemnity £10,000,000
Added to Public & Products Liability
Indemnity £10,000,000
Covered under Home Contents Insurance
Indemnity £250,000
Indemnity £100,000
Indemnity £500,000
Indemnity £250,000
Indemnity £250,000
Barclays - Community Acct & Business Premium Acct
This insurance will need renewing on 1st June 2024
To be completed a.s.a.p. after end of financial year.
Transfer if required from Business Premium Acct into Community Acct
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Submitted to meetings/approval minuted.
Two signatures required from Signatories -Two Councillors as Treasurers and/or Clerk.
Two Treasurers oversee invoices also bank statements agreed at meetings monthly
Usually documented at AGM in May.
In January - Most Councillors opt out. Form sent to IRPW in April - Nil reports required.
Internal Auditor appointed in 2018
Audit Wales, Cardiff
Clerk is RFO but checked by Chairman & Treasurers periodically
Checked at AGM & by Internal Audit
Checked at AGM & by Internal Audit
Checked at AGM & by Internal Audit
New Standing Orders revised and adopted May 2023
Clerk only - no outside contracts
Code of Conduct adopted at meeting Nov. 2016 & advertised in local newspaper
Register kept by Clerk and put on Website
Nil received to date
At meeting as appropriate Minuted and entered into register