| KEGWORTH PARISH COUNCIL RISK SCHEDULE | | | 2014/15 | |
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| | | | | |
| **Item** | **Frequency** | **Comments/Actions** | **Last** | |
| | | | Reviewed | |
| **Parish Council's Insurance** | | | | |
| | | | | |
| Public & Employers Liability | annually | | | |
| Money & Fidelity Guarantee | annually | | | |
| Public Liability | annually | | | |
| Property and contents | annually | | | |
| All risks | annually | | | |
| Recreation Grounds | annually | | | |
| Libel & slander | annually | | | |
| Legal expenses cover | annually | | | |
| | | | | |
| Check Village Hall insured by | annually | | | |
| Village Hall Management Committee | | | | |
| | | | | |
| Inspection of Playground Equipment | | | | |
| by a RoSPA | annually | | | |
| | | | | |
| Gas Safety Check & Certificate on 1 London Road | annually | | | |
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| **Other inspection and maintenance:** | | | | |
| Tree maintenance on Recreation Ground | annually | | | |
| Tree maintenance in St. Andrew's Churchyard | annually | | | |
| Tree maintenance in Kegworth Cemetery | annually | | | |
| Tree maintenance in Station Road Allotments | annually | | | |
| Playground equipment inspected | monthly | | | |
| Playground equipment inspected by P.C. | weekly | | | |
| | | | | |
| **Financial Matters:** | | | | |
| Banking arrangements | annually | | | |
| Insurance Provider | annually | | | |
| VAT return completed and submitted | annually | | | |
| Internal audit and fee | annually | | | |

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| | | | Reviewed | |
| | | | | |
| Internal check on financial records | annually | | | |
| External audit and fee | annually | | | |
| Budget agreed | annually | | | |
| Budget monitored | quarterly | | | |
| Precept requested | annually | | | |
| Precept received | twice yearly | | | |
| Payments approval procedure | quarterly | | | |
| Bank reconciliations reported to Council | quarterly | | | |
| Clerk's salary review | annually | | | |
| Chairman's allowance reviewed | annually | | | |
| Cemetery Caretaker's salary reviewed | annually | | | |
| Cemetery Charges reviewed | annually | | | |
| Cleaner of 1 London Road's salary reviewed | annually | | | |
| Allotment rents reviewed | annually | | | |
| | | | | |
| **Record keeping:** | | | | |
| Minutes properly numbered | on going | | | |
| Asset register available and updated | on going | | | |
| Financial regulations available/updated | on going | | | |
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| **Employees and Contractors:** | | | | |
| Contracts of employment, if necessary. | ad hoc | | | |
| Contractors' Indemnity Insurance checked | ad hoc | | | |
| Written specifications with Contractors | ad hoc | | | |
| | | | | |
| **Members' Responsibilities:** | | | | |
| New Code of Conduct adopted | done | | | |
| Register of Interests completed and updated | on going | | | |
| Register of Gifts and Hospitality updated | on going | | | |
| Declarations of interests minuted | on going | | | |
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