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| **PENYBONT & DISTRICT COMMUNITY COUNCIL RISK SCHEDULE March 2024** |  |
| **Item** | **Frequency of****Review** | **Last****reviewed** | **Notes** |  |
|  |  |  |  |  |
| **Council Insurance** | Annual | Mar 24 | Zurich |  |
| Including :- |  |  |  |  |
| Public Liability | Annual | Mar 24 | Indemnity £10,000,000 |  |
| Employers Liability | Annual | Mar 24 | Indemnity £10,000,000 |  |
| Buildings Cover | n/a | Mar 24 | None owned |  |
| Assets Office Equipment/Stationery | Annual | Mar 24 | Not insured. Limited stationery, no equipment |  |
| Fidelity Guarantee | Annual | Mar 24 | Sum Insured £150,000 |  |
| Official’s Indemnity | Annual | Mar 24 | £500,000 |  |
| Personal Accident (employees/Members) | Annual | Mar 24 | £100,000 capital, £500 per week temporary, medical exp £10,000 |
| Community Notice Board | Annual | Mar 24 | 2 situated on opp Community Hall/Llandegely Church. |
| Village Hall | N/A | Mar 24 | Not responsible for a Hall |  |
| BT Red Telephone Kiosk @ Llandegely | Annual | Mar 24 | Acquired January 2019 |  |
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| **Financial Matters** |  |  |  |  |
| Banking Arrangements | Annual | Mar 24 | Account with Unity Trust Bank |  |
| Insurance Provider | Annual | Jan-24 | Zurich |  |
| VAT return completed and submitted | Annual | Feb-24 | To be completed a.s.a.p. after end of financial year. |
| Contingency Fund for :- |  |  |  |  |
| additional audit fee | Annual | Jan-24 | Balances reviewed regularly. Adequate reserves |
| annual salary review | Annual | Jan-24 | Balances reviewed regularly. Adequate reserves |
| cover for staff sick periods | Annual | Jan-24 | Balances reviewed regularly. Adequate reserves |
| casual elections/scheduled elections | Annual | Jan-24 | Balances reviewed regularly. Adequate reserves |
| other | Annual | Jan-24 | Balances reviewed regularly. Adequate reserves |
| Adequate Free Reserves held | Annual | Jan-24 | In accordance with Governance and Accountability Guide Wales |
| Investment Income | Annual | Jan-24 | None Held |
| Budget agreed, monitored and reported | Annual | Jan-24 | Balances reviewed regularly. Adequate reserves |  |
| Precept requested | each January | Jan-24 |  |  |
| Payments Approval procedure | Monthly | Jan-24 | Submitted to monthly meetings/approval minuted. |  |
| Issuing of cheques | Monthly | Jan-24 | Two signatures required. Clerk not permitted to sign. |  |
| Bank reconciliations / invoices overseen by Councilors | Annual | Jan-24 | At each monthly meeting |  |
| Clerk's salary reviewed & documented | Annual | Jan-24 | Annual Appraisal/Review each December |  |
| Chairman's & Councilors allowance reviewed and agreed | Annual | Jan-24 | None Paid |  |
| Internal Audit | Annual | Apr-24 | Audit carried out at end of financial year |  |
| External Audit | Annual | Jul-24 | Welsh Audit Office |
| Internal Check of financial records | Monthly | Jan-24 | Carried out by RFO (Clerk) & Internal Auditor |  |

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| Cash | Annual | Jan-24 | None Held |  |
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| **Record Keeping** |  |  |  |  |
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| Minutes properly numbered, legal etc. | On-going | Mar-24 |  |  |
| Asset register available/updated | On-going | Mar-24 |  |  |
| Financial Regulations available/updated | On-going | Jan-24 | Review of regulations at annual meeting |  |
| Standing orders available/updated | On-going | Jan-24 | Review of regulations at annual meeting |  |
| Back ups taken of computer records | Daily | Mar-24 |  |  |
| Archived computer records | Monthly | Mar-24 |  |  |
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| **Contractors** | n/a | Mar-24 |  |  |
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| **Members Responsibilities** |  |  |  |  |
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| Code of Conduct Adopted and forms completed at meetings | On-going | Mar-24 | Updated code adopted and subsequently advertised |
| Register of gifts/hospitality | On-going | Mar-24 |  |  |
| Declarations of Interest Minuted/on website | On-going | Mar-24 |  |  |
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| The information given above was agreed at the Meeting of the Penybont & District Community Council held on |  |
| **Signed** | **Date** | 12th May 2024 |  |
| **Chairman** |  |  |  |  |