

March 2017				
LLANGOLLEN RURAL COMMUNITY COUNCIL - RISK ASSESSMENT SCHEDULE				
Item	Frequency	Last Reviewed	Comments/Actions	
Community Council Insurance				
Including Public & Employers Liability	Annual	May 2016	£22,000,000	
Fidelity Guarantee	Annual	May 2016	£100,000	
Money Guarantee	Annual	May 2016	£250,000	
Personal Accident	Annual	May 2016	up to age 90	
Libel & Slander	Annual	May 2016	£250,000	
Cover Community Council Property				
Chairman's Chain of Office	Annual	May 2016	£1,881.00	
Office Equipment	Annual	May 2016	£1,254.00	
Community Seats / water tank	Annual	May 2016	£11,256.00	
Planters/Street furniture	Annual	May 2016	£8,535.00	
Gardening Trophies	Annual	May 2016	£250.00	
3 Benches within play-area	Annual	May 2016	£400.00	
Financial Matters:				
Banking Arrangements	Annual	HSBC		
Insurance Providers	Annual	Zurich Municipal		
VAT return completed/submitted	Annual	April 2016		
Annual Salary Review / Allowance	Annual	November 2016 for April 2017		
Financial statement to Cllr's	Monthly			
Precept requested	Annual	December		
Bank Reconciliations overseen by Cllrs	Quarterly	Financial meetings		
Internal Audit	Annual			
External Audit	Annual			
Internal check of financial records	Annual	Quarterly & End of financial year		
Record Keeping:				
Minutes properly numbered etc	On-going			
Asset Register available/updated	On-going	May 2016		
Financial Regulations available/updated	On going	March 2017		
Standing Orders available/updated	On-going	March 2017		
Backups taken of computer records	monthly			
Employee & Contractors:				
Contracts of employment	On-going			
Contractors' Indemnity Insurance	On-going			
Written arrangements with contractors	On-going			
Members' Responsibilities:				
WCBC New Code of Conduct adopted	On-going	May 2008 re-adopted May 2009, 10 & 11 April 12,13, 14, 15 & 16 & June 2016		
Register of Gifts/Hospitality	On-going			
Declarations of interests minuted	On-going	Recorded		

The information given above was agreed at the Meeting held on 11th April 2017 as being a correct record.

Cllr. Mrs Alyson Winn
Chairman

Mrs Susan Ann Jones
Clerk to the Council