

THORNABY TOWN COUNCIL RISK SCHEDULE			
Item	Frequency	Last Reviewed	Comments/ Actions
<u>Parish Council Insurance</u>			
Including Public & Employers Liability	Annual	Dec 09	
Money & Fidelity Guarantee	Annual	Dec 09	
Personal Accident	Annual	Dec 09	
Gas Safety Check /Fire/Electrical – SBC	Annual	SBC do checks throughout the year	
<u>Financial Matters:</u>			
Banking Arrangements	Annual	Nov 09	
Insurance Providers	Annual	Dec 09	
VAT return completed/submitted	6 mthly	Accountant deals with VAT	
Additional audit fee	Annual	Nov 09	
Annual Salary Review	Annual	April 09	
By-elections	Annual	Nov 09	
Other	Annual	Nov 09	
Budget agreed, monitored and reported	6 Weekly	Jan 2010	
Precept requested	Annual	Jan 2010	
Payments approval procedure	As cheques are drawn		
Bank Reconciliations overseen by Cllrs	6 Weekly	Jan 2010	
Internal Audit	Annual	May 2009	
External Audit	Annual	July 2009	
<u>Record Keeping:</u>			
Minutes properly numbered etc	On-going		
Financial Regulations available/updated	On-going		
Standing Orders available/updated	On-going		
Backups taken of computer records	Weekly	Both computers are backed up on Fridays	
Archived computer records	Monthly		
<u>Employees & Contractors:</u>			
Contracts of employment	Annual		
Contractors' Indemnity Insurance	On-going		
Written arrangements with contractors	On-going		
<u>Members' Responsibilities:</u>			
New Code of Conduct adopted	On-going		
Register of Interests completed & updated	On-going		
Register of Gifts/Hospitality	On-going		
Declarations of interest's minuted	On-going		

The information given above was agreed at the Meeting held on 9.2.2010 as being a correct record.

Signed: Chairman.....Clerk..... Date: