**TOWN COUNCIL RISK SCHEDULE 2021/22**

1**. INSURANCE** Annual policy renewed annually July 2022 Zurich Municipal no. YLL1220085773

Public & employers liability

Money and fidelity guarantee

Personal accident

War memorial and community and building assets

Gas safety check/FIRE/Electrical Ty Newydd community centre 17 West st Gorseinon SA4 4AA

2. **Playground /BMX /Skatepark equipment** Covered by policy above renewed every July.

Annual and regular inspections by Clerk and Swansea Council. Statutory warning signs on display.

3. **Financial matters**

Banking matters Annual audit Sept 2022 (Internal and external audits)

Insurance providers Annual audit Sept 2022

VAT return completed annually Annual audit Sept 2022

Additional audit fee Annual audit Sept 2022

Annual salary review Adoption of NALC recommendations for Clerk

Bye elections Costs assigned to Town Council pro rata

Budget agreed ,monitored and reported Budget agreed Feb annually, reviewed quarterly

Precept requested by Swansea Council Requested every Dec., and advised of precept by end Jan.

Payments approved procedure Reviewed as part of annual audit

Bank reconciliation overseen by Council and reviewed as part of audit.

Use of home as office allowance Reviewed as part of audit

Chairman/Deputy/ Members allowance reviewed every AGM in May

Internal audit every June, External audit every Sept.

Internal checks of financial records ongoing by Committee, accountants and auditors.

4 **Record keeping**

Minutes properly numbers ongoing

Asset register available/updated Reviewed by Auditors annually

Financial Regs available Updated AGM May

Standing Orders available Updated every AGM May

Backups of computer records Regularly

Archived records Annually

Contracts of employments Reviewed annually

Contractors indemnity insurance N/a

5.**Members responsibilities**

New Code of conduct adopted Annual AGM

Register of Members interests completed and updated Annual AGM

Register of gifts/hospitality Annual AGM

Declaration of interests recorded and minuted Ongoing

6. **Ty Newydd 17 West street** SA44AA Community centre insured under Zurich Policy above.

Building Annual fire alarm/maintenance contract with Lighthouse electrical Ltd

Gas Maintenance policy cover Homecare British Gas policy cover

Electrical certification of building 5 year certification done April 2021 by Lighthouse electrical ltd ( 2021-26)

PAT Testing annually Lighthouse electrical

Covid risk assessment Covid measures in place in building for all users. Monitored by Clerk

7. **Community events**

Xmas Lantern parade/Fireworks/ Remembrance parade Full risk assessments prepared and submitted to

Swansea Council/Police /Insurers where appropriate.

The information above was agreed at the Council AGM on May 18 2022 as being a correct record

Signed Chairman………………………………………………… Signed Clerk……………………………………………May 18 2022

**TOWN COUNCIL RISK SCHEDULE**

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New Code of conduct adopted Annual AGM

Register of Members interests completed and updated Annual AGM

Register of gifts/hospitality Annual AGM

Declaration of interests recorded and minuted Ongoing

6. The information above was agreed at the Council AGM on May 9 2019 as being a correct record

Signed Chairman………………………………………………… Signed Clerk……………………………………………May 9 2019