

POTENTIAL RISK AREAS

Insurable Risks

Fixed Assets	Protection	Over £150m
	Maintenance	Regular
	Security	Normal
	Register maintenance	Up to Date
Public Liability		£5m
Consequential Loss		£10.2k
Fidelity Guarantee		£2k
Employers Liability		£10m
Libel / Slander		250k

External Assistance

Market Management	None
Investment Management	None
Trading Units	None
Hiring in of Services	Tender

Statutory Requirements

Borrowings Authorised	Yes
PAYE Compliance	Yes, now registered as an employer
VAT Compliance	Yes
Adoption of Codes of Conduct	Yes - all cllrs provided with copy of the code
Register of Members Interests	Yes – and noted at each meeting as appropriate
Appointment of Internal Auditor	Yes
Maintenance of Accounting Records	Yes
Adoption of Standing Orders	Yes

Self Controlled Areas

Adequacy of Precept	Yes – budget analysis carried out by Clerk and presented to meeting
Monitoring of Expenditure	Each meeting cheque list produced
Legality of Payments	Yes – Clerk ensures appropriate power to spend
Proper use of Grants and s137	Yes
Preservation of Voters Rights	Yes
Safety of Documents	Disk Backup
Documentation of Dealings with the public	Open to Public
Standby Arrangements for Absence of Clerk	Yes