

**LLANDINAM COMMUNITY COUNCIL -
MANAGEMENT OF RISK**

Item	Frequency	Last Reviewed	Comments/ Actions
Inspection of Playground equipment			
By qualified PCC Rospa Inspector	Annually	Aug 2020 – TBA (Covid 19)	
By Community Council Member	Quarterly	TBA	
Other Inspections/Maintenance			
Car Park	Quarterly	TBA	
Financial Matters:			
Banking Arrangements	Annually		Cheques signed by 2 Cllrs
Insurance Providers	Annually	Jun 2020	
VAT return completed/submitted	Annually	Sep 2020	
Budget agreed, monitored and reported	Annually	Jan 2020	
Precept requested	Annual	Jan 2020	
Payments approval procedure	Monthly	On-going	
Bank Reconciliations overseen by Councillors	Quarterly	On-going	
Clerk's Salary reviewed & documented	Annually	Apr 2019 (No update as at date of meeting)	
Use of Home as Office Allowance	Periodically	On-going	
Internal Audit	Annually	On-going	
External Audit	Annually	On-going	
Internal check of financial records by	Quarterly	On-going	
Record Keeping:			
Minutes	Monthly		
Financial Regulations available/updated	Annually		
Standing Orders available/updated	Annually	May 2020	
Asset Register available/updated	Annually	April 2020	
Planning Register	Monthly		
Employees & Contractors:			
Contracts of Employment	On Appointment		
Members' Responsibilities:			
New Code of Conduct adopted	2016		
Declarations of interest minuted	Monthly		
Welsh Language compliance	On-going		

The information given above was agreed at the Llandinam Community Council Meeting held on 12th AUGUST 2020 as being a correct record.

Signed: Cllr A T Owen Chairman Date: 12th August 2020

Signed: YJ Etccl Clerk Date: 12th August 2020