

Board Health Check, Skills and Training

Legal, financial and organisational requirements checklist

Item	Supplier	Renewal Date	Cost
Licences			
Public Entertainment Licence	The Highland Council		
Refuse Collection	THC		
PRS and PPL			
Website domain hosting			
Annual Checks			
Fire Equipment			
PAT Testing			
Fire Alarm			
Safety Lighting			
Intruder alarms			
First Aid Boxes			
Insurances			
Building and contents	Highland Council		
Public Liability	Highland Council		
Housekeeping			
Water Rates			
Electricity			
Sanitary bins			
Legal requirements			
Companies House – annual accounts			
Companies House – filing of Confirmation Statement (previously known as the Annual Return)			
OSCR - submission of: Signed copy of annual accounts Annual return			