

Nettlestead Parish Council
Annual Risk Assessment
REVIEWED MAY 2023

<u>Identified Risk</u>	<u>Control in Place</u>
<ul style="list-style-type: none"> <input type="checkbox"/> The protection of physical assets owned by the council. <input type="checkbox"/> The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public <input type="checkbox"/> Loss of cash through theft or dishonesty <input type="checkbox"/> Legal liability because of asset ownership 	<p>Council has insurance policy with ZURICH which covers all identified risks. Council is a member of KALC and has taken advice from them regarding an appropriate insurance provider.</p> <p>£150,000 max indemnity with £10,000,000 max indemnity with</p>
<ul style="list-style-type: none"> <input type="checkbox"/> The security and maintenance of vulnerable buildings, amenities or equipment 	<p>Annual safety inspection on playground equipment carried out by Playsafety Limited (ROSPA) Regular inspection of KGV field & boundaries by Parish Councillor/Clerk and regular checks on play equipment/fitness equipment and risk assessments to be carried out on all equipment and to be photographed and logged by the Clerk. Council does not own any buildings</p>
<ul style="list-style-type: none"> <input type="checkbox"/> The provision of services being carried out under agency/partnership agreements with principal authorities 	<p>Council buys in specialist contractors in accordance with their Standing Order on Contracts Performance is monitored regularly by Clerk and members of council as Nettlestead is a small village. Contracts are issued and reviewed on an annual basis</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Banking arrangements, including borrowing or lending 	<p>2 signatures are required on all cheques, cheque book stubs initialled by a signatory. Monthly bank reconciliation performed by Clerk and signed by the Chairman at meetings.</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Ad hoc provision of amenities/facilities for events to local community groups 	<p>The Parish Council will deal with all day to day management and necessary insurance arrangements are made</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Proper document control (including Code of Conduct) <input type="checkbox"/> Proper, timely and accurate reporting of council business in the minutes <input type="checkbox"/> Responding to electors wishing to exercise their rights of inspection. <input type="checkbox"/> Ensuring all business activities are within legal powers applicable to local councils. <input type="checkbox"/> Keeping proper financial records in accordance with statutory requirements <input type="checkbox"/> Complying with restrictions on borrowing 	<p>Clerk understands all requirements and is kept up to date on changes by KALC Any 2 members of council also kept informed of relevant statutes. Internal auditor checks all statutory requirements fulfilled and also all procedures concerning internal control</p>

<p>❑ Register of members' interests and gifts and hospitality in place, complete, accurate and up to date</p>	<p>Clerk holds register. Declarations of interest made at beginning of each council meeting. Annual check of register by independent internal auditor</p>
<p>❑ Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137</p>	<p>Each member has list of all council powers. Expenditure approved and minuted at monthly council meetings Regular checks by Chairman of Council that all funds allocated for specific purposes have been spent according to allocation – reviewed by internal auditor. Specific powers minuted for all expenditure other than routine</p>
<p>❑ Meeting the laid down timetables when responding to consultation invitation</p>	<p>Clerk consults members and responds according to need</p>
<p>❑ Ensuring all requirements are met under Customs and Excise regulations (especially VAT)</p>	<p>Regular returns of VAT made and checked by independent internal auditor</p>
<p>❑ Ensuring that all requirements are met under employment law and Inland Revenue regulations</p>	<p>Clerk understands all requirements and is kept up to date on changes by KALC Regular returns to HMRC</p>
<p>❑ Ensuring the adequacy of the annual precept within sound budgeting arrangements</p>	<p>Budget set and agreed annually. Monthly monitoring of all expenditure made by the Parish Council Special project/event expenses monitored at regular meetings</p>
<p>❑ Ensuring that changes to National and Local Government legislation which apply to the Parish Council are complied with</p>	<p>Clerk (and Councillors where appropriate) receives necessary training</p>