

**Nettlestead Parish Council**  
**Annual Risk Assessment**  
**REVIEWED JUNE 2025**

Identified Risk	Control in Place
<ul style="list-style-type: none"> <li>❑ The protection of physical assets owned by the council</li> <li>❑ The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public</li> <li>❑ Loss of cash through theft or dishonesty</li> <li>❑ Legal liability as a consequence of asset ownership</li> </ul>	<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</p> <p>£10,000,000 max indemnity with</p>
<ul style="list-style-type: none"> <li>❑ The security and maintenance of vulnerable buildings, amenities or equipment</li> </ul>	<p>Annual safety inspection on playground equipment carried out by Playsafety Limited (ROSPA)  Quarterly inspections of the Play/Gym equipment on the KGV undertaken by suitably qualified personnel from Capel Groundcare  Regular inspection of KGV field &amp; boundaries by Parish Councillor/Clerk and regular checks on play equipment/fitness equipment and risk assessments to be carried out on all equipment and any damage to be photographed and logged by the Clerk.  Council does not own any buildings</p>
<ul style="list-style-type: none"> <li>❑ The provision of services being carried out under agency/partnership agreements with principal authorities</li> </ul>	<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"> <li>❑ Banking arrangements, including borrowing or lending</li> </ul>	<p>2 signatures are required on all cheques, cheque book stubs initialled by a signatory  2 authorisations are required for all bank transfers and online payments.  Monthly bank reconciliation performed by Clerk and signed by the Chairman at meetings.</p>
<ul style="list-style-type: none"> <li>❑ Ad hoc provision of amenities/facilities for events to local community groups</li> </ul>	<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"> <li>❑ Proper document control (including Code of Conduct)</li> </ul>	<p>Clerk understands all requirements and is kept up to date on changes by KALC</p>

<ul style="list-style-type: none"> <li>❑ Proper, timely and accurate reporting of council business in the minutes</li> <li>❑ Responding to electors wishing to exercise their rights of inspection</li> <li>❑ Ensuring all business activities are within legal powers applicable to local councils</li> <li>❑ Keeping proper financial records in accordance with statutory requirements</li> <li>❑ Complying with restrictions on borrowing</li> </ul>	<p>Any 2 members of council also kept informed of relevant statutes</p> <p>Internal auditor checks all statutory requirements fulfilled and also all procedures concerning internal control</p>
<ul style="list-style-type: none"> <li>❑ Register of members' interests and gifts and hospitality in place, complete, accurate and up to date</li> </ul>	<p>Clerk holds register</p> <p>Declarations of interest made at beginning of each council meeting</p> <p>Annual check of register by independent internal auditor</p>
<ul style="list-style-type: none"> <li>❑ Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137</li> </ul>	<p>Each member has list of all council powers</p> <p>Expenditure approved and minuted at monthly council meetings</p> <p>Regular checks by Chairman of Council that all funds allocated for specific purposes have been spent according to allocation – reviewed by internal auditor</p> <p>Specific powers minuted for all expenditure other than routine</p>
<ul style="list-style-type: none"> <li>❑ Meeting the laid down timetables when responding to consultation invitation</li> </ul>	<p>Clerk consults members and responds according to need</p>
<ul style="list-style-type: none"> <li>❑ Ensuring all requirements are met under Customs and Excise regulations (especially VAT)</li> </ul>	<p>Regular returns of VAT made and checked by independent internal auditor</p>
<ul style="list-style-type: none"> <li>❑ Ensuring that all requirements are met under employment law and Inland Revenue regulations</li> </ul>	<p>Clerk understands all requirements and is kept up to date on changes by KALC</p> <p>Regular returns to HMRC</p>
<ul style="list-style-type: none"> <li>❑ Ensuring the adequacy of the annual precept within sound budgeting arrangements</li> </ul>	<p>Budget set and agreed annually</p> <p>Monthly monitoring of all expenditure made by the Parish Council</p> <p>Special project/event expenses monitored at regular meetings</p>
<ul style="list-style-type: none"> <li>❑ Ensuring that changes to National and Local Government legislation which apply to the Parish Council are complied with</li> </ul>	<p>Clerk (and Councillors where appropriate) receives necessary training</p>