

KESSINGLAND PARISH COUNCIL



Annual Risk Assessment for the period 1 April 2023 to 31 March 2024

Topic	Risk Identified	Risk H/M/L	Management of Risk	Action Required
Precept	Not submitted	L	Precept options presented to Parish Council at January meeting and decision minuted. Clerk/RFO email completed ESC Precept Form to ESC on following day copying in Chair of Council and Chair of F&G. If there is a change of Chair for either include in briefing to them. Also forms part of Internal Control checks.	Diary
	Not paid by District Council	L	ESC normally pays by the end of April each year. Arrangement with other local clerks to confirm if they have received precept. Confirm receipt and report to KPC meeting	Diary
	Adequacy of precept	L	Quarterly review of budget to actual. Council maintains sufficient reserves which could cover a shortfall until it could be rectified in the following years budget/precept.	Diary
Finances / Banking	Security of banked funds	L	Review of banking arrangements annually and level of insurance reviewed annually. Banked funds are spread across four different organisations and, where possible, kept as close as or below the FSCS maximum. Three are covered by the FSCS (Barclays, Nationwide & Unity Trust) and the fourth (CCLA) has the highest possible FSC rating. Payments can only be made from two of the council's accounts with Unity payments can only be entered by officers and authorised by councillors which means a minimum of three people are needed for any one payment. The Barclays Events account can have payments enter by signatories but it will soon be recommended to council that this account transferred into a deposit account which will further reduce the risk by limiting to transfers.	Parish Council Annual Review

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Other Income	Cash handling	L	Cash handling is avoided, but where necessary appropriate controls are in place. Petty cash has full log and forms, is administered by officers and is reconciled monthly and verified by the Clerk & the Bank Reconciliation Officer and reported to Parish Council and F&G.	Annual review of documented controls as well as Member verification and monthly reporting to F&G and parish council
	Cash banking	L	Segregate duties. Check to bank statements. Monthly reconciliations reviewed by the Clerk & the Bank Reconciliation Officer . Reconciliations are reported to Parish Council and F&G.	Member to verify reconciliations taking place and recorded in F&G minutes to which all councillors have access
	From Allotments	L	Council is moving to bank transfer payments of allotment rent to limit cash handling. Allotments are now a separate section in the accounts and payments will be recorded individually rather than as a single payment into the bank. Allotment register can be checked against the paying in records. Allotment information is now dealt with by staff with reports to the Leisure and Amenities Committee and Chair of that committee will be tasked with verifying that the banking, accounts and allotment register are reconciled.	Members to verify
	From Room/Asset Hire	M	The council hires out rooms in the Compass Suite as well as the football pitch at Francis Rd. Payment for football pitch is a standard monthly fee and is part of reporting to F&G. Room hire will have a new process set up as it comes back to the council to deal with but will be included in monthly reconciliations and report.	Members to verify

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Funding & Grants	Funding Application	M	Clerk/Responsible Finance Officer verifies the funding is appropriate and that no double funding or inappropriate funding is being applied for. Clerk/RFO drafts or delegates drafting submission and sends to Chair of F&G for authorisation. Application is reported to F&G and any relevant committee.	Ensuring deadlines are viable and diary actions
	Response to funding decision	M	Clerk/RFO - complete as required and copy F&G Chair into returned documents.	Diary/Member verification
	Receipt of Payment	M	Clerk to ensure that payment is received and minuted at F&G and relevant committee	Diary/Member verification
	Funding Completion	H	Clerk ensure that any completion paperwork is submitted to funder. Minute any completion paperwork alongside payment received and set deadline	Diary
	Grant Procedure for Applicants	L	Completed applications are considered against the Grant Policy guidelines by the Clerk before notification to council along with the balance of funds in the Grant budget/reserve.	Verification of application against guidelines and added to agenda.
	Awarding	L	F&G considers funding in line with the Grants Policy and makes a decision over the grant.	Members to verify
	Payment	M	Approved payments are actioned in line with other monthly payments and verified with signatories. Payment of grants is notified to the next F&G meeting.	Members to verify
Salaries	Wrong salary/hours/rate paid	M	Salary is annualised. Clerk verifies hours worked along with any overtime, leave, etc and submits hours and details to SALC copying in Chairs of F&G & Personnel so that they can query anything which they were not expecting. SALC prepares the pay slips and Tax/NI/Pension information. When payslips are received from SALC, Clerk checks payslips to verify calculated on corrects hours. Payment may now be made under item 5.6 of the Financial Regs but must be reported to the next F&G meeting. F&G receives/approves payments schedules which are subsequently placed before parish council in the F&G minutes. Two authorised signatories sign off payments	Members to verify
	Wrong deductions – NI and Income tax	M	Random check of figures to PAYE Calculations	RFO to verify

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Direct Costs and overhead expenses	Goods not supplied to Council	M	Follow up on all orders. Unless it is a petty cash item then councillors and staff are aware that order numbers must be allocated prior to an order being placed. Order sheets are held until delivery notes or good are received and are verified against each other.	Approval check
	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and verified against order/quote. Payments are placed before F&G for approval with and additional information such as variances and reasons. Two authorised signatories verify against invoice and control sheet and authorise payments.	Members to verify
	Payment is excessive or to wrong party	M	Payment is verified against invoice & control sheet by clerk and then by signatories. Payments by cheque have the stub initialled by the signatories to validate that payment details have been verified against invoice and control sheet which is initialled for all payments.	Approval check and Members verify
Grants & support	No power to pay or no evidence of agreement of Council to pay	M	Minute council agreement with the power used to authorise payment additionally council has General Power of Competence.	Member verify
	Conditions agreed	L	Agree and document any reasonable conditions	Responsible Finance Officer check
Election Costs	Invoiced at expected rate	L	RFO check and consider budget. Sum set aside annually as earmarked reserve to cover anticipated costs plus some in order to build up reserve in case of a by-election being called.	Responsible Finance Officer verify
VAT	VAT analysis	M	All items entered onto accounts software package in line with invoice details and type of VAT.	RFO, end of year accounts shutdown and Internal / External Audit
	Charged on sales	L	Not registered to charge VAT	Responsible Finance Officer
	Recorded on purchases	L	All VAT separated out during inputting invoices to accounts package and calculated at year end.	Responsible Finance Officer verify
	Claimed within time limits	M	Agree returns submitted. Parish Council notified when VAT return submitted and funds received.	Responsible Finance Officer / Internal and External Audit

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Reserves – General	Adequacy	L	Consider at Budget setting. Internal and External Audit reports	Responsible Finance Officer opinion. 3-5 year plan
Reserves – Earmarked	Adequacy	L	Consider at Budget and review of final accounts. Significant unbudgeted for spend reported at year end for carry over as earmarked reserves for next year	Responsible Finance Officer/ Internal & External Audits
	Unidentified Earmarked or Contingent liability	L	Review Minutes and review earmarked reserves on an annual basis	Responsible Finance Officer / Member view
Assets	Loss, Damage etc	M	Annual inspection. Asset Registered reviewed annually. Insurance cover based on updated Asset Register	Annual Review by Members
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Annual Review by Members
	Damage / destruction of physical assets as a result of crime	M	Fixed assets insured. Inform Police where appropriate. Submit insurance claims where appropriate.	Responsible Finance Officer / Clerk to report.
	Injury due to use of play equipment	H	Routine playground inspections undertaken by Waveney Norse. Equipment on Asset Register. Assets insured.	Clerk to review reports and take action as needed
Staff	Loss of key personnel	M	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate	Chair of the Council / Chair of Personnel and Personnel Committee
	Fraud by staff	L	Fidelity Guarantee value appropriately set. Appropriate procedures in place for seeking approval of expenditure at Parish Council meetings. Two signatories required to approve payments. Statement of Internal Control reviewed by Parish Council annually. Non-signatory Councillor independently reviews internal control. Internal / External audit procedures in place.	Council to review annually.
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of Insurance cover	Annual Review by Members
Maintenance	Reduced value of assets or amenities – loss of income or performance	M	Annual maintenance inspection. Asset register updated as appropriate.	Annual Review by Members

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Legal Powers	Illegal activity or payments (acting Ultra Vires)	H	Clerk to identify legal powers for decision making. Educate Council as to their legal powers. Training via SALC for new councillors and councillors have an experienced councillor to act as mentor.	Clerk. Internal & External Audit reports
Financial Records	Inadequate records	L	Responsible Finance Officer / Clerk check regularly + Internal Audit Review. Use of accredited Accounts Package for Parish Councils. Software company commissioned to produce year end documentation.	Regular reports to Parish Council meetings . Internal / External Audit checks.
Loss of records / documents	Statutory and other records could be lost	M	Metal filing cabinets used. Computers and software systems backed-up (as appropriate)	Responsible Finance Officer / Clerk to undertake.
Minutes	Accurate and legal	L	Review at following meeting. High standards to be maintained.	Annual Internal Audit Opinion.
Members interests	Conflict of interest	M	Declarations of interest to be documented/minuted and any conflict addressed as appropriate in accordance with Suffolk Code of Conduct	Clerk to undertake
Failure to respond to Planning applications	Views of the Parish Council / residents not conveyed to District Council	M	Planning applications considered at Parish Council Planning Committee Meetings and reported to Parish Council. Procedures in place for processing of planning applications and agendas are published via noticeboard and website. Decisions take account of legislation, the Neighbourhood Plan and public comments.	Clerk to diarise / follow procedures
Data Protection	Non-compliance with the new General Data Protection Regulations	M	Report received by the Parish Council re new General Data Protection Regulations on 21 May 2018. Supporting documentation included Assessment of Personal Data held by KPC, GDPR Risk Assessment, Revised Data Protection Policy, Data Retention Policy, and Councillor Data Processing Proforma. Clerk appointed as Data Protection Officer. Privacy Notices to be put on website. Review of all personal information to be undertaken in accordance with the forementioned policies and procedures. Training to be undertaken	Clerk to undertake

Reviewed and adopted by the Parish Council on: Wednesday 5th June 2024

Signed: CHAIR

The Chair of Kessingland Parish Council, Cllr Sid James has signed this document.

NOTE : This Risk Assessment must be reviewed and adopted by the Parish Council annually during the financial year and before 31 March.