

pThe following Risk Assessment process is to be formally approved and adopted by High Melton Parish Councillors – 6 May 2026.

### HIGH MELTON PARISH COUNCIL: RISK SCHEDULE

| Item                                                          | Frequency | Date Reviewed  | Management/Control of Risk                                                                                                                            | Risk Identified                                                 |
|---------------------------------------------------------------|-----------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>Insurance:</b>                                             |           |                |                                                                                                                                                       |                                                                 |
| Public and Employer's Liability Insurance, Fidelity Guarantee | Annual    | 6 May 2026     | Zurich Insurance renewed annually.                                                                                                                    | Adequacy, Cost Compliance, Fidelity Guarantee                   |
| Personal Accident                                             | Annual    | 6 May 2026     | Zurich Insurance renewed annually.                                                                                                                    |                                                                 |
| <b>Subscriptions Review:</b>                                  |           |                |                                                                                                                                                       |                                                                 |
| Membership to YLCA                                            | Annual    | 6 May 2026     | Reviewed and continued annually                                                                                                                       | Source of professional and expert advice                        |
| Subscription for Website and Support                          | Annual    | 6 May 2026     | Review of website and email address and in March 2026 agreed to migrate to gov.uk domain for the website and the email address for the Parish Council | Non compliance and GDPR issues from not implementing the change |
| <b>Financial Matters:</b>                                     |           |                |                                                                                                                                                       |                                                                 |
| Banking Arrangements                                          | Annual    | 6 May 2026     | The Council has Financial Regulations which set out the requirements for banking and reconciliation of accounts                                       | Inadequate checks                                               |
| Insurance                                                     | Annual    | 6 May 2026     | Zurich Insurance renewed annually to renew in May 2025                                                                                                | Adequacy, Cost Compliance, Fidelity Guarantee                   |
| Vat Returns                                                   | Annual    | None           | To request to claim back VAT                                                                                                                          | Work commenced and will be completed in May 2026                |
| Financial Regulations reviewed                                | Annual    | 6 May 2026     | Parish Council reviews financial arrangements annual or when changes required                                                                         | Inadequate checks                                               |
| Staff Salary review                                           | Annual    | November 2023  | Clerk will provided regular updates to the Parish Council and is subject to Internal Auditor check                                                    | Salary paid incorrectly                                         |
| Budget agreed and monitored                                   | Ongoing   | 7 January 2026 | Parish Council approved budgeting and feed into precept and Parish Council to receive regular budget updates                                          | In line with existing procedures                                |
| Precept requested                                             | Annual    | 7 January 2026 | Agreed annually usually in January and confirmed to CDC                                                                                               | Adequacy of precept                                             |
| Payment approval procedure                                    | Annual    | 6 May 2026     | Financial processes review and implemented new policy November 2023                                                                                   | Inadequate checks/fraud                                         |



| Bank reconciliations                                      | Quarterly   | 6 May 2026      | Bank reconciliation and regular meetings as part of financial update                                                                                                                                           | Reconciliation at regular meetings       |
|-----------------------------------------------------------|-------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| Staff salary/ HMRC payments                               | Annual      | 6 May 2026      | Monthly with notifications to HMRC                                                                                                                                                                             | Fines and penalties                      |
| Internal Audit                                            | Annual      | 6 May 2026      | Annual return is completed and submitted to the Internal Auditor for completion and signing and submitted to the Parish Council for approval                                                                   |                                          |
| External Audit                                            | Annual      | n/a             | Exempt                                                                                                                                                                                                         |                                          |
| Bank signatories reviewed                                 | Annual      | 1 November 2023 | Updated signatories as per financial arrangements and monitoring is ongoing                                                                                                                                    |                                          |
| <b>Record keeping:</b>                                    |             |                 |                                                                                                                                                                                                                |                                          |
| Minutes/Agendas/Statutory documents                       | Ongoing     | 6 May 2026      | Minutes and Agendas are produced to prescribed method and adhere to legal requirements. Minutes are approved and signed at the next meeting. Agendas and minutes are displayed according to legal requirements | Accuracy and legality and non compliance |
| Computer records backed up                                | Quarterly   | 6 May 2026      | All Parish Documents securely saved on Microsoft server                                                                                                                                                        |                                          |
| Standing Orders available/Updated                         | Ongoing     | 6 May 2026      |                                                                                                                                                                                                                |                                          |
| <b>Employee:</b>                                          |             |                 |                                                                                                                                                                                                                |                                          |
| Contract of employment                                    | As required | 31 March 2022   |                                                                                                                                                                                                                |                                          |
| Training opportunities undertaken                         | As required |                 | Full Council training delivered in November 2023                                                                                                                                                               |                                          |
| Staff Appraisal/work hours                                | Annual      | May 2026        | Review ongoing and any issues with working hours to be raise by the Clerk                                                                                                                                      |                                          |
| <b>Members' Responsibilities:</b>                         |             |                 |                                                                                                                                                                                                                |                                          |
| Code of Conduct adopted                                   | As required | October 2025    | Reviewed in 2024 and drafted in 2025 and approved at meeting in October 2025                                                                                                                                   |                                          |
| Registers of Interests/Declarations of Interests recorded | As required | 6 May 2026      | Election in 2025 new forms to be completed and for coopted Councillors                                                                                                                                         |                                          |
| Training opportunities undertaken                         | As required |                 | Training in October 2023                                                                                                                                                                                       |                                          |
| <b>Policy/Procedure Review:</b>                           |             |                 |                                                                                                                                                                                                                |                                          |
| Standing Orders                                           | Annual      | 6 May 2026      | Reviewed and updated at the annual meeting                                                                                                                                                                     |                                          |

|                           |             |      |                                                              |  |
|---------------------------|-------------|------|--------------------------------------------------------------|--|
| Employment Policies       | As required |      | To review in 2025                                            |  |
| Complaints Procedure      | As required | 2026 | Complaints and vexatious emails policy adopted in March 2026 |  |
| Model Publications Scheme | As required | 2025 | Reviewed and updated in 2025 with correct details            |  |

Signed: Chairman



Clerk:



Date:

6 May 2026