

The 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
Insurance:				
Public and Employer's Liability Insurance, Fidelity Guarantee	Annual	7 May 2025	Zurich Insurance renewed annually.	Adequacy, Cost Compliance, Fidelity Guarantee
Personal Accident	Annual	7 May 2025	Zurich Insurance renewed annually.	
Subscriptions Review:				
Membership to YLCA	Annual	7 May 2025	Reviewed and continued annually	Source of professional and expert advice
Subscription for Website and Support	Annual	7 May 2025	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
Financial Matters:				
Banking Arrangements	Annual	7 May 2025	The Council has Financial Regulations which set out the requirements for banking and reconciliation of accounts	Inadequate checks
Insurance	Annual	7 May 2025	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 for the May 2026 meeting
Financial Regulations reviewed	Annual	7 May 2025	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	8 January 2025	Parish Council approved budgeting and feed into precept and Parish Council to receive regular budget updates	In line with existing procedures
Precept requested	Annual	8 January 2025	Agreed annually usually in January and confirmed to CDC	Adequacy of precept
Payment approval procedure	Annual	7 May 2025	Financial processes review and implemented new policy November 2023	Inadequate checks/fraud

Bank reconciliations	Quarterly	7 May 2025	Bank reconciliation and regular meetings as part of financial update	Reconciliation at regular meetings
Staff salary/ HMRC payments	Annual	7 May 2025	Monthly with notifications to HMRC	Fines and penalties
Internal Audit	Annual	7 May 2025	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	
Record keeping:				
Minutes/Agendas/Statutory documents	Ongoing	7 May 2025	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	7 May 2025	All Parish Documents securely saved on Microsoft server	
Standing Orders available/Updated	Ongoing	7 May 2025		
Employee:				
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 2025	Review ongoing and any issues with working hours to be raise by the Clerk	
Members' Responsibilities:				
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	7 May 2025	Election in 2025 new forms to be completed and for coopted Councillors	
Training opportunities undertaken	As required		Training in October 2023	
Policy/Procedure Review:				
Standing Orders	Annual	July 2024	Reviewed and updated in July 2024 and reviewed and checked 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: