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ADOPTED	Jan 2024
Last Reviewed	January 2025
Review period	Annually

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V1.1 Minor grammatical amends.

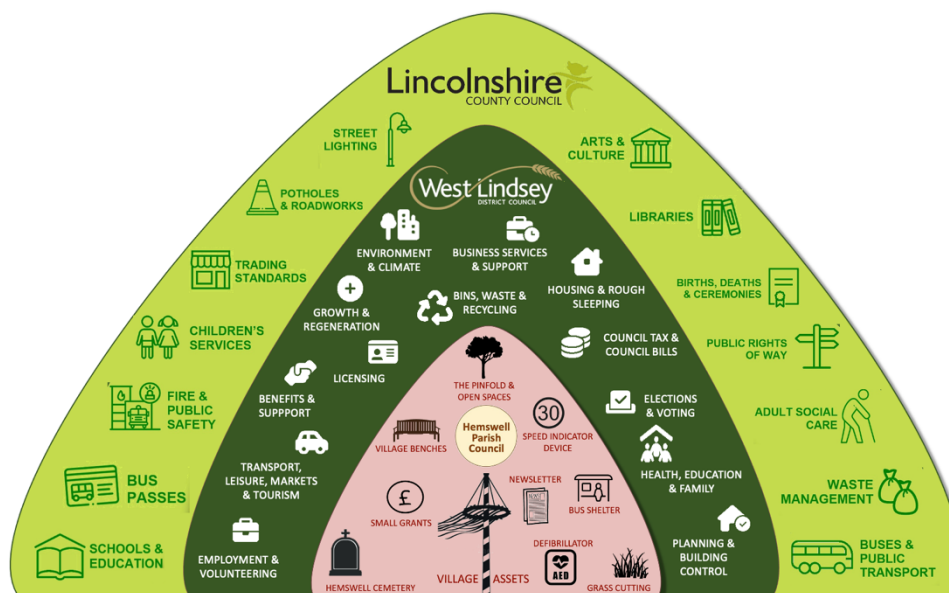
HEMSWELL PARISH COUNCIL

Business and Risk Management Policy

Hemswell Parish Council (PC) is the first tier of local government and has an important role to play in representing the views and interests of the residents of its parish, of supporting the needs of residents and working to protect and enhance the heritage and character of Hemswell Village.

Hemswell PC has seven available seats, five of which are filled through election/co-option (as of January 2025). The Chair of the PC is elected annually at the Annual PC Meeting in May. Councillors are unpaid and commit their time to improving Hemswell Parish and maintaining it as an attractive and sustainable place to live, visit, and do business. Elections were last held in May 2023 and are due again May 2027. The PC maintains a website (<https://hemswell.parish.lincolnshire.gov.uk/>) and an active Facebook page <https://www.facebook.com/hemswellparishcouncil> to share information and news.

Hemswell Parish Council seeks to manage and maintain the assets of Hemswell Village and to provide services for parish residents within the resources provided by the annual precept and other income, taking into account the residents' wishes while obtaining value for money through sound financial planning and practices and management of risk.



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- 1. Hemswell Parish Council Vision and Objectives** The PC aims to improve the quality of life for the residents of Hemswell Parish by ensuring that the village and surrounding areas within the Parish are a desirable, thriving and sustainable place in which to live. It seeks to achieve this by:
 - Providing a democratic and representational voice for the community.
 - Providing services that are managed to a good standard, efficiently, effectively, and responsively, at an affordable cost.
 - Listening to and working with its residents, local authorities and other service providers, businesses and community organisations with the aim of strengthening partnerships, promoting communication, and achieving a safe, healthy and sustainable community.
- 2. Key Objectives**
 - 2.1 *To Manage the Parish Council's Resources Wisely***
 - Demonstrating sound financial control through legal procedures and quality auditing to ensure that resources are spent wisely on the community's needs.
 - Focussing resources on what matters to our community.
 - Attaining maximum benefit from management of the PC's assets.
 - Ensuring the PC meets its statutory and legal duties at least cost while maintaining quality.
 - 2.2 *To Promote and Support a Sustainable Community and Environment.***
 - Acknowledging the diversity of character and heritage within Hemswell Parish and seeking to maintain this through active engagement in the ongoing reviews of the Neighbourhood Plan.
 - Promoting safety and inclusion, opportunities and good services for all.
 - Working with the business community to sustain economic vibrancy.
 - Encouraging ways in which the community can improve the environment and promote building resilience for the future and mitigate against Climate Change.
 - 2.3 *To Promote Communication at All Levels***
 - Publicising the work of the PC through its website, newsletters, notice boards, social media, local events and meetings. Information may also be obtained from the clerk.
 - Giving the public the opportunity to ask questions at all of its public meetings.
 - Encouraging public feedback, both positive and ideas for development, during public participation at Council meetings.
 - Seeking community views through questionnaires, by staff and councillors canvassing opinion and by any method which is relevant to the subject being considered.
 - 2.4 *To Strengthen Partnerships***
 - Working proactively to strengthen and improve working relationships with our statutory bodies, organisations, local business and voluntary groups.
 - Networking and encouraging partners to approach the PC with clear, articulate and constructive ideas that will benefit all sections of the community and on which there can be joint working.
- 3. Responsibilities** Successful business and risk management requires Hemswell PC to have an appropriate level of control in place without restricting or stifling its aims and objectives. The PC's attitude is to proactively manage risk, and it has structures and processes in place to ensure risks and opportunities are identified, assessed, and managed to best meet the community's needs and prepare for future challenges should they arise.

This document describes the principles of risk management and the responsibilities of Hemswell PC, individual councillors, and the clerk. It acknowledges that methods to manage risk must be reasonable and proportional given the small size and nature of operations undertaken by Hemswell PC.

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Note: This policy does not describe individual risk assessments for specific council-led activities or events that could impact staff, contractors, residents, or the environment, e.g., village litter picking or memorial safety testing. Such assessments are undertaken and recorded by the clerk as and when required by The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Hemswell PC will meet its business and risk management objectives by maintaining a robust and consistent approach to ensure accountabilities, roles and responsibilities for managing risks are clearly defined, communicated and understood.

Hemswell Parish Council has a responsibility to: Integrate risk management into the culture of the council and individual members,

- Minimise loss, disruption, injury and damages to the council and its operation,
- Inform policy and operational decisions by identifying risks and their likely impact,
- Support a culture of well-measured risk-taking and responding to risk in a positive and balanced way,
- Meet all statutory and best practice requirements in relation to risk management, including internal controls and external insurance cover where required,
- Communicate risk information effectively through a clear reporting framework,
- Annually review the Risk Register to integrate changes in legislation, government initiatives, shared best practices and experience gained within the Parish Council.

Hemswell Parish Councillors have a responsibility to:

- Adhere to the adopted Code of Conduct and expected standards of behaviour when representing the council,
- Adhere to the statutory requirements regarding disclosable pecuniary interests,
- Seek training or support in matters relating to risk management where a need is identified,
- Consider risk management as part of their role and in all council decision-making processes.

The clerk has a responsibility to:

- Identify, assess and record details of risks arising from the operation, function and duties of Hemswell PC,
- Implement policies on risk management and internal control,
- Provide adequate information promptly to the council on the status of risks and their control measures,
- To arrange for an internal auditor to review, at least annually, the effectiveness of the Parish Council's control measures and report back to council with findings and recommendations.
- To identify appropriate insurance provisions for Hemswell PC activities for review by the full council.

Risk Management Key Principles and Definitions

In this context, **risk** is described as uncertain events or conditions that, should they occur, would threaten, damage or impact the assets, operation or reputation of Hemswell PC, including its ability to achieve its objectives, implement its strategies and provide services. Risk categories may include:

- Financial, e.g., loss of money,
- Security - e.g., fraud, theft, embezzlement,
- Information Technology - e.g., IT systems failure or misuse, data loss,
- Reputational - e.g., actions by the council, councillors or staff that could harm the council's reputation or the reputation of its members and staff,
- Property - e.g., damage to property,
- Legal - e.g., negligence, failure to comply with statutory duties, defamation, data breach, etc., leading to a risk of legal challenges.

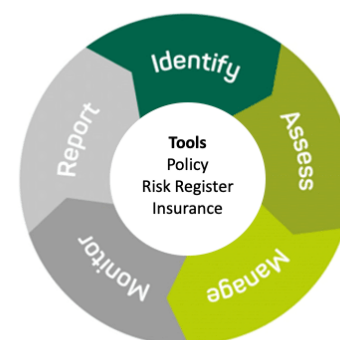
Risk Appetite refers to how much risk Hemswell PC is prepared to take to obtain its strategic objectives, for example, deciding to avoid risk completely or taking 'calculated risks' to seize opportunities and achieve success. The appetite for risk is determined by the 'capacity' of the council to manage risk and its 'attitude' to risk. Hemswell Parish Council takes a **cautious** attitude to risk, meaning it prefers safe options to achieve its aims and objectives.

Risk management is the systematic application of principles and processes to identify, evaluate, control and review risks.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide¹ sets out the 'proper practices' and assertions that Hemswell PC should comply with:

Assertion 5 of the JPAG Guide deals with risk management and internal controls as follows:

- 1.32 **Identifying and assessing risks** — The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.
- 1.33 **Addressing risks** — Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover.



4. The Role of Insurance in Risk Management

Insurance is a significant control measure in managing and reducing risks relating to property, cash and legal liability (amongst other things). In identifying risks facing Hemswell PC, JPAG Guidance recommends the following groupings for risk management methods/strategies.

- (i) Areas where there may be scope to use insurance to help manage risk.
- (ii) Areas where there may be scope to work with others to help manage risk.
- (iii) Areas where there may be a need for self-managed risk.

These areas are identified on the Hemswell PC Risk Register.

5. **Hemswell Parish Council Risk Register** Hemswell PC is defined as a smaller authority² and, therefore, is required to identify financial and operational risks with a record of appropriate controls/mitigation measures. This record should be formally reported and considered by the full council annually [see footnote 1].

5.1 Risk Ratings

While not required to adopt a formal 'risk matrix' to classify risk, it is appropriate for Hemswell Parish Council to maintain a risk register using the simple risk rating of 'High', 'Medium', and 'Low'. The Risk Register for Hemswell Parish Council determines risk rating *with* existing controls in place. This allows the parish council to prioritise and manage any remaining significant risks by identifying and taking appropriate actions and measures within the means available to it.

¹ Joint Panel on Accountability & Governance: Available via: <https://www.nalc.gov.uk/library/our-work/jpag/4040-practitioners-guide-2024/file>

² Smaller Authority as defined by the Local Audit (Smaller Authorities) Regulations 2015.

5.2 *Risk Response and Further Actions*

Not all risks can be managed all of the time, so after assessing and prioritising identified risks, cost-effective action needs to be taken to manage risks. Risk can be managed in several ways:

- Avoid the risk,
- Tolerate the risk,
- Transfer the risk through insurance or to a third party,
- Treat the risk by taking additional actions to reduce the risk rating,
- Terminate the risk or withdraw from activities associated with the risk.

Hemswell PC has a **cautious** attitude to risk, meaning it prefers safe options to achieve its aims and objectives and therefore any risk identified as 'medium' or 'high' must be a priority for immediate action to avoid, transfer, treat or terminate the risk.

Risk management is an ongoing process and Hemswell PC will conduct a regular review of its risk register and management processes to reduce the chance of risk damaging or impacting council activities. All councillors are expected to actively participate and contribute to risk management reviews.

The risk register for Hemswell PC is maintained as a separate document and published on the PC website.

Supporting Documents

Risk Register available via: <https://hemswell.parish.lincolnshire.gov.uk/council-business/policies-procedures/11>

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DOCUMENT CONTROL: Rev.1.1 Updates to Risk Register

HEMSWELL PARISH COUNCIL RISK REGISTER

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Hemswell Parish Council Mission Statement

To provide services for residents within the resources provided by the annual precept and other income, to effectively manage risks to protect its assets, employees and the community against potential losses to achieve its objectives and vision for Hemswell Parish.

Risk Register review: January 2025 E.Raymond Clerk.

Key				
01	Governance and Management	04	Assets	Areas where insurance may help manage risk.
02	Budgetary Planning & Control	05	Health & Safety	Areas where work with others may help manage risk, i.e., auditor, consultant.
03	Accounts			Areas of self-managed risk.

	Activity/Function & Aims	Identified Risk & Potential Outcome	Current Management/Control of Risk	Risk Rating (L/M/H)	Action Required & By Whom	Review Date
01	Governance & Management To ensure the PC meets its statutory duties and acts according to its key governance documents (Standing Orders, Financial Regulations & Code of Conduct)	Members lack relevant skills, knowledge or commitment to understanding applicable guidance and legislation may result in fines and penalties from regulation bodies.	Induction training for new councillors. Refresher training made available. Close review of attendance, contributions at meeting and commitment in responding to requests from clerk or chair and completing actions. Clerk provides necessary supporting information for agenda items and including guidance for legal compliance. Governance documents available on PC website and from clerk. Documents taken to all PC meetings. Clerk undertaking CiLCA qualification.	L Self-managed risk.	Encourage existing members to undertake refresher training. Clerk to advise.	2 members resigned March 2024 - led to serious difficulties. 2 new members recruited May 2024 – induction provided. Training offered. Plan recruitment drive May 2025.

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	To maintain an adequate number of members to manage PC business and function effectively.	Lack of interest or commitment to join PC may compromise its ability to function or deliver services. Loss of clerk may lead to business interruption.	Clerk advertises vacancies immediately and regularly via range of communication methods. Existing members encourage interest in the PC through daily interaction with residents. Councillors are encouraged to participate and share workload to maintain interest and enthusiasm in the role.	M Self-managed risk.	Encourage vacancies to be filled. Promote work & successes of PC. All.	As above.
	To ensure procedures are in place for recording and monitoring member's interests, gifts and hospitality.	Members fail to complete Declaration of Interests or declare gifts/hospitality may lead to penalties and loss of reputation.	Members register held by WLD and copy held by clerk. To the best of the clerk's knowledge there are accurate and up to date. Responsibility of members to notify the clerk of changes.	L Self-managed risk.	Remind members of obligations at Annual PC meeting. Clerk.	May 2025.
	To ensure the PC complies with national and LALC guidance.	Illegal activities may result in loss of reputation and poor public image.	Membership of LALC with newsletters, updates and guidance forwarded to all members by clerk on regular basis. Internal control. Audit.	L Self-managed risk.	Annual review of membership.	May 2025
	To ensure services are provided only within legal powers to do so (PC does not have GPoC).	Illegal expenditure may result in fines and penalties from regulation bodies.	Clerk advises of statutory duties and powers of spending. All financial decisions made by full resolution against appropriate power including s 137 expenditure. Internal control. Audit.	L Self-managed risk.		Ongoing.
	To ensure the quality of services/activities by third parties.	Failure to quality assure services carried out under agency/partnership agreements or following critical damage, loss or non-performance may result in	Standing orders and financial regulations govern the award of contracts. Internal controls. Public liability, risk assessment, method statements & SOPs provided by contractors before award and	L Insurance managed risk.	Review of contracts before EFY.	March 2025.

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		reputational damage and financial loss (consequential loss).	commencement. Works inspection prior to final payments. Public Liability Insurance of £10,000,000 including personal accident liability for employees, members and volunteers & damage to property under Hiscox Insurance Policy.			
	To identify and regularly review the Council's objectives, priorities, and risks.	Lack of understanding or commitment to action planning, objective setting and risk management may result in loss of reputation, poor public image, poor service delivery.	Training sessions are available through LALC and other providers. Internal control. Audit.	M Work with others may help manage risk.	Add risk management to agenda at least quarterly for review of specific items. Action any issues arising. Clerk.	May 2025.
	To influence other council departments and Government organisations to meet the needs of residents and objectives.	Lack of understanding, commitment or good communication with stakeholders and residents may result in loss of reputation, poor public image, poor service delivery.	Training sessions are available through LALC and other providers. Regular newsletters. Internal control. Audit.	M Work with others may help manage risk.	Revise and update PC action plan. Identify cost effective method of community consultations. Clerk. June 2024.	March 2025
	To ensure the PC provides adequate insurance cover for all possible risks identified through its risk management strategy.	Lack of understanding by councillors of value of insurance for risk management may lead to financial loss and reputational damage.	Training sessions are available through LALC and other providers. Internal control. Audit. Public Liability Insurance of £10,000,000 including personal accident liability for employees, members and volunteers & damage to property under Hiscox Insurance Policy.	L Insurance managed risk.	Add insurance review to agenda at six monthly for review of specific items as part of risk management strategy and action plan reviews. issues arising.	March 2025

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	To ensure accurate procedures for document control, receipt, circulation, response, filing and safe storage including proper, accurate and timely reporting of council business.	Inadequate financial control may lead to financial loss and damage to reputation.	Proper arrangements for the notification of income and approval of expenditure. Review of internal controls in place and their documentation. Internal control. Audit.	L Work with others may help manage risk.		Ongoing
		Poor document control may result in missed deadlines, lack of achievement and reputational damage.	Clerk maintains accurate records and backups to external hard drives. Version control for document review. Action completion spreadsheet maintained. Enquiries and responses to enquiries from the public shared in clerks report/email trails. Internal control. Audit. Burial records held in fire safe.	L Self-managed risk.		Ongoing
		Actions taken that do not reflect the intentions of the council may lead to misunderstanding and mistrust by residents.	Clerk produces draft minutes for review by chair within 5 days of meeting. Where appropriate legal powers are recorded in minutes. Unadopted minutes displayed on village noticeboards, on PC website with summary infographic on social media within timeframe laid down by Transparency Code. Minutes produced in accordance with LGA 1972 requirements and reviewed during audit.	L Self-managed risk.		Ongoing
		Failure to meet timetables for consultation, planning application responses may affect influence and reputation of the PC.	Agenda, minutes and requests for information sent by clerk state closing date and required actions for responses. Internal controls Audit.	L Self-managed risk.		Ongoing

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	To protect confidential data and documents.	Loss of data, documents or data breaches may lead to legal claims, financial loss or loss or reputation.	Data protection and UK GDPR policies in place. Voluntary registration with ICO. Minimum confidential held by clerk, fire safe available for valuable/burial records. Cloud and IT security in place. Regular back-up and password changes implemented. Dedicated PC website and email accounts used by members. Hiscox Insurance Policy includes cover for claims arising from loss of data & business interruption.	L Insurance managed risk.		Ongoing
	To implement a fair and transparent system of performance measurement and management.	Lack of staff appraisal or inadequate staff appraisal may lead to illegal or poor practice by the PC, lack of trust or staff turnover.	Policy in place for staff appraisal undertaken by Personnel Committee with appropriate ToR. Internal control. Audit.	L Self-managed risk.	Dec 2024	Postponed to Jan 2025.
02	Budgetary Planning & Control To ensure that regular and accurate budget monitoring is undertaken and reported and that reserves are held at appropriate levels.	Lack of knowledge or commitment to budgetary processes/PC regulations may lead to financial difficulties, loss of service provision.	Agenda item early year to remind councillors of budget process and actions required. Delegate responsibility for initial budgetary process to finance committee/RFO min 4mth prior to precept demand dates.	L Self-managed risk.	Finance Cmmtt meeting due Oct 2024	March 2025
		Inadequate internal controls for budget monitoring may lead to financial difficulties, loss of service provision.	Finance spreadsheets maintained by RFO with financial and budget progress reports at all PC meetings. Internal control. Audit.	L Self-managed risk.	Finance Cmmtt meeting due Oct 2024	

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		Inadequate general and earmarked reserves may lead to financial difficulties, loss of service provision.	Reserves levels considered at budget setting and reviewed during budget monitoring.	L Self-managed risk.	Finance Cmmtt meeting due Oct 2024	Ongoing
		Overspend on services may lead to financial difficulties, loss of service provision.	Correct processes for tendering for services followed as per SO and Financial Regulations. Estimates obtained prior to precept where possible.	L Self-managed risk.	Finance Cmmtt meeting due Oct 2024	Ongoing
	Election Costs To ensure election costs are included within annual budget.	Estimate of cost or submission of invoice by WLDC falls outside financial year may lead to financial difficulties.	Part of budget planning and approval by full council. Checked by RFO. Internal controls.	L Self-managed risk.	Details provided by WLDC with Precept letter. Due Oct 2024	
	Annual precept demand To ensure annual precept demand results from an adequate budgetary process	Request not submitted within deadline may lead to financial difficulties, loss of service provision.	Comprehensive record keeping & email trail. Council minutes showing action. Demand acknowledged by WLDC. Internal control. Audit.	L Self-managed risk.		Ongoing
		Adequacy of precept/incorrect calculation may lead to financial difficulties, loss of service provision and loss of reputation.	Ensure adequacy by sound budgeting arrangements and monitoring. Agreed by full Council resolution in accordance with calculations provided by WLDC.	L Self-managed risk.	Budget planning review at full council.	Ongoing
		Demand not paid by WLDC may lead to financial difficulties, loss of service provision.	Precept checked and reported to full council. Paid by BACS. Cash book records transaction. Internal control.	L Self-managed risk.	None	
03	Accounts To ensure salaries paid to employees are	Salaries	HMRC Basic tools software. Checked against contract of employment, budget and minutes.	L Self-managed risk.	RFO & Finance Committee	Ongoing

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	in line with employment law.	Wrong salary paid may lead to legal disputes and loss of trust.	Checked by RFO. Verified by chair. Updates from NALC/LALC. Internal control.			
		Wrong rate of pay may lead to legal disputes and penalties.		L Self-managed risk. Self-managed risk.	RFO & Finance Committee	Ongoing
	To ensure all requirements are met under Inland Revenue Regulations.	Wrong PAYE deductions may lead to financial penalties.	HMRC Basic tools software. Checked by clerk. Notified to Council, checked by chair. Internal control.	L Self-managed risk.	RFO & Finance Committee	Ongoing
		Late payment of PAYE may lead to financial penalties.	Calendar scheduled by clerk. Request for payment to chair sent in ample time for processing.	L Self-managed risk.	RFO & Finance Committee	Ongoing
	To ensure PC responds to elector's wish to right of inspection.	Failure to post notice of rights of inspections may lead to fines and loss of reputation.	Operating protocols set by Government & external auditor. Minutes agreeing dates. Internal control.	L Self-managed risk.	Clerk	
	To keep an accurate & up to date book of accounts (cash book) and that year-end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail.	Accounts Record Keeping (Cash Book) Inaccuracies and poor record keeping may lead to financial difficulties, loss of service provision or loss of reputation.	Spreadsheet of accounts kept up to date, flags and reconciliation fields highlight errors.	L Self-managed risk.	Training update prior to year-end for clerk.	
		Inaccurate, late or non-submission of year-end annual accounts may lead to financial penalties and loss of reputation.	Internal controls aligned with SO and Financial Regulations. Prepared and checked by RFO and verified by full councils. Audit.	L Self-managed risk.	RFO	
		Inadequate audit trail from records to final accounts may	Checks by RFO, accounts presented to full council. Computer back-up	L Work with others may	RFO	

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		lead to financial penalties and loss of reputation.	on regular basis. Internal control. Audit.	help manage risk.		
	To ensure payments from council funds are made within legal powers, represent value for money and are adequately managed and recorded.	Payments Payments made without prior approval/adequate control may lead to financial difficulties and penalties.	Internal controls. All payments approved at Council meeting and recorded in minutes. Internal Control. Audit. Included in Hiscox Insurance policy.	L Insurance managed risk.	RFO Finance Committee & Full PC	Ongoing
		Payment made to wrong party may lead to legal disputes and financial loss.	'Authorisation to pay' is checked and authorised by two councillors.	L Self-managed risk.		
		Payment incorrectly calculated may lead to financial loss and loss of reputation.	Invoices checked for accuracy by clerk/RFO. Invoice/payment authorised by two councillors. Internal control. Audit.	L Self-managed risk.		
		Late payment of invoices legal disputes, financial loss and loss or reputation.	Invoices date stamped by clerk/RFO upon receipt and forwarded within two days of receipt for authorization and payment. Suppliers advised by clerk of unexpected delays in payment – email audit trail.	L Self-managed risk.		
		Payment made in excess of budget/agreed value may lead to financial loss.	Internal controls. Authorisation to pay is checked and authorised by two councillors. Disputed payment processed in SO/Financial Regulations.	L Self-managed risk.		
		Receipts Income source not correctly identified may lead to financial errors and loss.	Spreadsheet records supplier, goods/services supplied. Checked by RFO. Internal control. Audit.	L Self-managed risk.		

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		Invoices raised incorrectly may lead to legal disputes, financial loss and loss or reputation.	Supplier, PO number (if supplied), value, terms, checked by clerk/RFO. Internal control. Audit.	L Self-managed risk.		
		Goods/services not supplied lead to legal disputes, financial loss and loss or reputation.	Clerk confirms, councillor verifies. Internal control. Business cover included within Hiscox Insurance Policy.	L Insurance managed risk.		
		Debts not pursued promptly legal disputes and financial loss.	Checks by clerk/RFO, transactions reported at each meeting and bank reconciliations quarterly. Internal control and email trails. Business cover included within insurance policy.	L Insurance managed risk.		
	To obtain 'best value' banking services and to review alternatives providers on a regular basis.	Banking Services Loss of cash from accounts may lead to financial difficulties, loss of service provision, legal disputes.	Division of funds between two accounts spreads risk to minimise financial loss. Financial services scheme cover.	L Insurance managed risk.	Review amount of Insurance cover annually.	May 2025
		Loss through theft or fraud may lead to legal disputes, financial difficulties, loss of service provision.	Internal controls. RFO not able to authorise/make payments. SO and Financial Regulations enforce bank mandate. All payments require authorisation and transaction by two councillors.	L Insurance managed risk.	Review amount of Insurance cover annually	
		Poor value services/low interest rates may impact PC funds.	Internal controls to review service providers on regular basis.	M Self-managed risk.	Review bank account provider	May 2025
		Lack of regular, independently reviewed bank reconciliations may lead to account errors or financial loss.	Bank statements are received by the clerk, with online access by three members. Reconciliation is undertaken in accordance with	L Self-managed risk.		Ongoing

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			Financial Regulations by different member every 3 months.			
	To correctly account for VAT and keep accurate records to evidence that VAT reclaims are made in line with Customs and Excise regulations.	VAT VAT not appropriately accounted for may lead to financial penalties.	Accounting spreadsheet records reclaimable VAT element & supplier VAT numbers. Running totals calculated in spreadsheet. Clerk/RFO copies invoices for VAT claims at point of receipt. Internal control. Audit. Clerk/RFO attends training updates.	L Self-managed risk.	RFO	Ongoing
		VAT claims not made promptly or within permitted time frame may affect budgetary planning and finances.	Internal controls. Clerk/RFO attends training updates to keep abreast of legislation/regulations. Spreadsheet flags VAT claim period. Internal audit checks.	L Self-managed risk.		
	To ensure PC responds to elector's wish to right of inspection to accounts and records.	Failure to post notice of rights of inspections may lead to fines and loss of reputation.	Operating protocols set by Government & external auditor. Minutes agreeing dates. Internal controls. Audit.	L Self-managed risk.	Clerk	
	To explore all possible sources of income and evidence correct use of funds granted to local community bodies, particularly under specific powers or Section 137.	Grants & Donation Requests No power to pay or illegal expenditure may lead to financial penalties and loss of reputation.	Power identified and recorded in minutes/accounting spreadsheet via s 137 or GPoC. Clerk verifies. Grants made under s 137 accounted for separately.	L Self-managed risk.	Clerk/RFO	Ongoing
		No agreement of council to pay may lead to financial penalties and loss of reputation.	Internal controls. Agenda/budget item minuted and payment authorised by two councillors. Commercial legal protection provided under insurance policy.	L Self-managed risk.		
		Inappropriate or missing T&Cs may lead to financial	Grant donation policy and process reviewed annually. Payable on	L Self-managed risk.		

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		penalties and loss of reputation.	receipt of confirmation letter signed by applicant.			
		Grant Applications Lack of awareness, commitment or ability to identify and pursue sources of grants and awards may result in lack of achievement and financial constraints to deliver services.	Clerk and councillors to regularly visit WLDC website and other funding sources/opportunities to present to council.	M Work with others may help manage risk.	Seek training & awareness/grant writing webinars and opportunities to discuss grant/awards for next financial year. Councillors & Clerk.	March 2025
		Grant applications not aligned with council objectives, council powers, regulations or residents wishes may lead to inappropriate spending, complaints from residents and loss of reputation.	Grant applications agreed at full council after seeking resident views via newsletter, minutes, online polls/questionnaires. Grant applications agreed at full council. Applications reviewed and checked by clerk prior to submission. Internal controls.	H Work with others may help manage risk.		Ongoing
		Grant monies not spent in accordance with grant conditions/terms may lead to financial disputes and loss of reputation.	Internal controls. Grant submissions reviewed and checked by clerk and at least two councillors.	L Work with others may help manage risk.		
04	Assets To identify, value, and maintain PC assets to ensure the asset register is complete, accurate and properly maintained.	PC assets not identified or accurately recorded may lead to physical damage, financial loss or penalties, insurance claim or dispute.	Asset register reviewed annually and updated as necessary. Internal controls. Adequacy of Public Liability reviewed annually. Cover provided under Hiscox Insurance Policy 8308248.	L Insurance managed risk.	Appoint councillor responsible for regular monitoring and reporting of	Review March 2025

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		Assets lost, damaged or misappropriated may lead to higher financial costs and insurance claims.	Assets informally inspected but outcomes not recorded. Cover provided under Hiscox Insurance Policy 8308248.	M Insurance managed risk.	assets and condition.	
		Inadequate or inaccurate valuation of assets may lead to financial loss or higher insurance costs.	Asset register reviewed annually. Cover provided under Hiscox Insurance Policy 8308248.	M Insurance managed risk.	Instigate regular review of valuations and arrange for professional valuation where necessary.	
		Risk or damage to third party property or individuals by PC assets may lead to legal claims, financial loss or loss of reputation.	Policy for memorial safety and testing for Civil Cemetery. Cover provided under Hiscox Insurance Policy 8308248.	L Insurance managed risk.		
05	Health & Safety To ensure the PC meets its legal obligations for the safety of staff, councillors, contractors, visitors, and those who may be affected by the assets, services or activities of the PC.	Inadequate/unsuitable workplace for clerk.	Risk assessment undertaken and reviewed annually or as circumstances change. Clerk training in H&S/Risk Assessment. Cover provided under Hiscox Insurance Policy.	L Insurance managed risk.	Review home office risk assess annually. Clerk	Ongoing
		Injury or harm to councillors, staff or public from public meeting venue.	Clerk checks facility prior to each meeting for potential hazards, risk of injury. Liaison with Village Hall committee for H&S, insurance cover. Cover provided under Hiscox Insurance Policy.	L Insurance managed risk.	Clerk	Ongoing.
	To carry out adequate safety checks on all equipment/assets for	Injury from noticeboards/PC property.	Noticeboards securely mounted and maintained. Maintenance funds available for upkeep of street furniture and other assets. Internal	L Insurance managed risk.	Clerk. Inspect noticeboards twice yearly.	Ongoing

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	which the PC is responsible.		controls. Cover provided under Hiscox Insurance Policy 8308248.			
	Claim against PC from accidents arising from PC assets or delivery of services may lead to financial loss and loss of reputation.	Individual risk assessments in place. Regular review, maintenance and safety testing of assets including Public Access Defibrillator and civil cemetery. Signs and notices displayed. Cover provided under Hiscox Insurance Policy.	M Insurance managed risk.	Clerk/Burial Clerk Complete memorial testing mid 2025.	Ongoing.	