

RISK ASSESSMENT – General and Financial

Name of Council: **Winteringham Parish Council**

Date:

Risk Identified	Existing controls	Additional measures	Date of approval and agreed reviews
The protection of assets owned by the Council	- Up-to-date asset register - Regular maintenance checks - Insurance policy	- Annual review of level of insurance policy - Budget provision for maintenance costs - Assets approved at least annually ensuring adequate Insurance Cover	- Oct 2026 - Oct 2026 - Annually in May.
Control of Financial Management	- Adoption of Standing Orders - Adoption Financial Regulations - Monthly/quarterly bank reconciliation's - Presentation to Council of regular statements of receipts and payments and balances held - Appointment of Internal Auditor - All cheques to be signed by at least two members of the Councillors identified - Schedule of accounts for payment authorised by a meeting of the Council - All spending authorised within powers available to the Council - Ensure Clerk has appropriate training if required	- Ensure most recent models are available from ERNLLCA - Ensure most recent models are available from ERNLLCA - Monthly - Internal controls to check - Look out for further training	- Oct 2026 - Oct 2026 - Ongoing - Ongoing - Monthly/ongoing - Monthly - Ongoing - Ongoing
Insurance provision	- Public liability insurance policy in place - Employee Fidelity insurance policy in place	Council to consider level of insurance cover once per year	Oct 2026

	• Employer liability insurance in place		
HMRC	• Council registered with HMRC as employer • Returns made to Customs & Excise		Sept 2026 Monthly ongoing
Play Area Equipment	• Regular Weekly visual Check by nominated Cllr. • Monthly/Qtrly Operational check by Clerk (only if ROSPA qualified) • Annual ROSPA checks		Ongoing Ongoing Ongoing