

KYNMERSLEY PARISH COUNCIL
RISK MANAGEMENT
FEBRUARY 2026

Area of Work	The Risk	Level of Risk	Management	Action	Review Date	Notes
Property & Contents	Loss Damage	High	Up to date Asset Register Investment Register Regular Inspections Risk Assessments Appropriate insurance	Regular reviews Annual check by internal auditor Annual reports to Council Available on the website Refer to Business Continuity Plan	May 2026	
Damage to third party property	Public Liability	High	Adequate and appropriate insurance	Display insurance certificates Renewal details available Internal Audit checks	March 2026	
Loss of Income	Public Liability	High	Annual Review of Risks Adequacy of Cover	Check insurance schedule Review regularising in accordance with Business Continuity Plan	May 2026	
Loss of Cash	Fidelity Guarantee Insurance	Low	Financial Procedures in place Daily checks Encourage payments to the bank	No cash accepted Internal auditor checks procedures	March 2026	
Security of amenities or equipment	Loss Damage	Medium	Regular checks Inspection regime recorded Risk assessments	Copy of inspection regime available Members are aware of their responsibilities	May 2026	
Safe Working	Employer's Liability	Medium	Relevant for Councillors & Staff Risk Assessments Ensuring Training is up to date Lone Working Policy		May 2026	
Outdoor Gym and Play Equipment	Damage Safe Use Public Liability	Medium	Weekly checks (visual) Bi-monthly – Clerk (RoSPA qualified) Annual – RoSPA	Accurate record keeping	Bi-monthly	
Procurement	LGA 1972 Financial Regulations	Low	Ensure correct process in accordance with Practitioner's Guide 2025	Part of Internal Auditor Checks	As required	

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Banking Arrangements	Fraud or Corruption	Low	Financial Procedures No cash Secure storage	Regular Internal checks and Audit	March 2026	
Financial Records	Financial Regulations	Low	Trained Clerk Internal Checks and Audit processes In accordance with JPAG Guidance Monthly reconciled bank account presented to Councillors	Reviewed annually Internal Audit Internal Checks	April 2026 for AGM	
Borrowing	Financial Regulations	Low	Ensure appropriate authorisation Fixed Rate Interest	Ensure included within the budget Full Council decision only Internal Auditor	May 2026	
Employment	Employment Law requirements and policies in place	Low	Clerk only employee – ensure contract is up to date	Internal Audit Check PAYE monthly Employment guidance from The Green Book	Annually	
VAT	HMRC Regulations	Low	Register for VAT through Government Gateway	Submit annually after year end	Annually	
Budget & Precept	Ensure sound budget arrangements in place	Low	Regular monitoring		Regularly	
Performance	Consider a Parish Strategy	Low	Staff Reviews	As required	Annually	
Grant Payments	Ensure appropriate power to spend, s137 or GPoC	Low	Check Grants Policy	Check eligibility and criteria Use specific form	As required	
Minutes		Low	Filed appropriately Website Transparency Code	Available to the public	Refer to Document Retention Policy	
Publication Scheme		Low	To avoid FOI	In accordance with Transparency Code	Annually	

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Grant Receipts	Monitor Expenditure	Low	Ensure feedback provided (if required)	Complete and returns forms on time	As required	
Audit	Complete on time Exercise of Public Rights	Low	In accordance with the Audit Commission regulations	AGAR	Annually	
Document Retention	Procedures in place Refer to SLCC Topic Note	Low		Policies published after approval	Annually as a minimum or where guidelines changes	
GDPR	Accurate & up to date	Low	Members' Code of Conduct Councillors must have Parish Council email addresses on PC server Civility & Respect Pledge	AGAR Assertion 10	Annually monitored	
Gifts & Hospitality	Public register	Low	In accordance with Localism Act 2011		Review regularly Monthly agenda item	