

Micheldever Parish Council
Risk Assessment 2025/26

	L Low	M Medium	H High				
Risk identification	Ins. Cover	Level	Likelihood	Impact	Mitigating actions	Action	Done
<ul style="list-style-type: none"> The protection of physical assets owned by the council – buildings, furniture, equipment, etc (loss or damage) 	Loss or damage	£369,282	M	M	Level of insurance increased in line with purchases and checked annually to fixed asset register.	Clerk	
<ul style="list-style-type: none"> The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public 	Public Liability	£10m	L	H	Sufficient cover.	None	
<ul style="list-style-type: none"> The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party 	Consequential loss	-	L	L	No action required.	None	
<ul style="list-style-type: none"> Loss of cash through theft or dishonesty 	Fidelity Guarantee	£250,000	L	H	Sufficient cover.	None	
<ul style="list-style-type: none"> Legal Liability as a consequence of asset ownership 	Public Liability	£10m	L	H	Sufficient cover	None	
Internal Controls							
<ul style="list-style-type: none"> An up to date register of assets and investments 	-	£255,937	-	-	New Asset Register completed and updated March 2025.	Done	

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<ul style="list-style-type: none"> Regular maintenance arrangements for physical assets 	-	-	-	-	All Play areas inspected monthly and findings reported to Council meeting. Additional inspections will be made following adverse weather conditions. An annual inspection (with report) is undertaken by a professional provider.	None	
<ul style="list-style-type: none"> Annual Review of risk and the adequacy of cover. 	-	-	-	-	Risks reviewed and assets values checked annually to ensure sufficient insurance cover.	Done	
<ul style="list-style-type: none"> Ensuring the robustness of insurance providers. 	-	-	-	-	Chartered insurance broker, specialising in councils insurance. Authorised and regulated by FSA.	None	
Risk identification							
<ul style="list-style-type: none"> Security for vulnerable buildings, amenities or equipment 	-	-	L	M	<ol style="list-style-type: none"> Allotments – Low risk. Play Areas – Low Risk. Areas fenced and gated entry. 	None	
<ul style="list-style-type: none"> Maintenance for vulnerable buildings, amenities or equipment. 	-	-	L	M	Regular Inspections. Low Risk.	None	
<ul style="list-style-type: none"> The provision of services being carried out under agency/partnership agreements with principle 	-	-	L	L	No Action.	None	

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<ul style="list-style-type: none"> Banking arrangements, including borrowing or lending. 	-	-	L	M	PWLB – Very Low Risk. Fixed interest agreed. Funds covered to £85,000 in current account. Investment options to be considered if funds exceed this.	None	
<ul style="list-style-type: none"> Trading units (leisure centres, playing fields, burial grounds, etc) 	-	-	L	L	LRPF – low risk. Used in agreement with Worthys who provide their own insurance.	Clerk	Due
<ul style="list-style-type: none"> Professional services (planning, architects, accountancy, design, etc) 	-	-	L	L	Ensure accredited by local/national bodies	None	
Internal Controls							
<ul style="list-style-type: none"> Standing Orders and financial regulations dealing with the award of contracts for services or the purchase of capital equipment. 	-	-	-	-	Follow NALC Model Standing Orders 2020.	Clerk	
<ul style="list-style-type: none"> Regular reporting on performance by suppliers providers/contractors. 	-	-	-	-	Follow NALC Model Standing Orders 2020.	Clerk	
<ul style="list-style-type: none"> Annual review of contracts 	-	-	-	-	Reviewed annually in meetings.	None	
<ul style="list-style-type: none"> Arrangements to detect and deter fraud and /or corruption. 	-	-	-	-	All invoices checked at meeting when cheques signed by at least two councillors. BACs payments to be prepared by Clerk and then reviewed and approved on-line by councillor.	None	

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<ul style="list-style-type: none"> Regular bank reconciliation, independently reviewed. 	-	-	-	-	Reviewed and checked monthly at meeting by Councillor against figures produced by Clerk.	None	
<ul style="list-style-type: none"> Regular returns to HMRC ; contracts of employment for staff reviewed annually by the Council, systems of updating records for any changes in relevant legislation 	-	-	-	-	HMRC – Regular returns set up to be made at least quarterly. Contracts – Reviewed annually on anniversary of employment. Updates –Automatic update set on computer for updates from HMRC.	Clerk	
<ul style="list-style-type: none"> Regular returns of VAT; training in VAT and other taxation issues as necessary. 	-	-	-	-	Claims completed on a quarterly basis where refund of more than £100 due.	Clerk	
<ul style="list-style-type: none"> Regular budget monitoring statements. 	-	-	-	-	Budget monitored against actual spend at monthly meeting.	None	
<ul style="list-style-type: none"> Procedures for dealing with and monitoring grants or loans made or received. 	-	-	-	-	Monitored at monthly meetings, grants requested and funding agreed.	None	
<ul style="list-style-type: none"> Minutes properly numbered and paginated with a master copy kept in safekeeping. 	-	-	-	-	All minutes paginated.	None	
<ul style="list-style-type: none"> Documented procedures to deal with enquiries from the public. 	-	-	-	-	Enquiries from public brought to the attention of the Council at monthly meeting. If urgent, correspondence emailed to Councillors prior to meeting.	None	
<ul style="list-style-type: none"> Documented procedures to deal with responses to consultation requests. 	-	-	-	-	All requests included in ‘Correspondence’ and added to agenda for discussion at monthly meeting where necessary.	None	

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<ul style="list-style-type: none"> Monitoring arrangements by the Council regarding Quality Council status. 	-	-	-	-	No action at present.	None	
<ul style="list-style-type: none"> Procedures in place for recording and monitoring Members' interests and Gifts and Hospitality received. 	-	-	-	-	Councillors are requested at each meeting to declare any interests. 'Register of Interest' forms and Gifts & Hospitality forms completed and uploaded to WWC website annually.	All Cllrs	
<ul style="list-style-type: none"> Adoption of codes of conduct for members and employees. 	-	-	-	-	All councillors signed up to new Codes of Conduct 2012. Expected to move to the new code adopted by WCC in 2024, once forms provided to parishes.	Done	
Internal audit assurance	-	-					
<ul style="list-style-type: none"> Review of internal controls in place and their documentation. 	-	-	-	-	Reviewed annually during internal audit.	None	
<ul style="list-style-type: none"> Review of minutes to ensure legal powers in place, recorded and correctly applied. 	-	-	-	-	Minutes checked by Councillors prior to meeting. Minutes signed by Chairman as true and accurate at following meeting. Minutes to record legal powers as necessary. Minutes reviewed during internal audit.	All cllrs	
<ul style="list-style-type: none"> Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. 	-	-	-	-	Bank statement covering the whole month examined with bank reconciliation at monthly meeting. Reviewed annually during internal audit.	None	

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<ul style="list-style-type: none"> Review and testing of arrangements to prevent and detect fraud and corruption. 	-	-	-	-	As above	None	
<ul style="list-style-type: none"> Testing of disclosures. 	-	-	-	-	All Councillors asked to declare any interests etc at start of each meeting.	None	
Signed Clerk				Date			
Signed Chairman				Date			