



Bilsington Parish Council

Ashford, KENT

Report Number: BPC/26/01

To: Bilsington Parish Council
Date: 7 May 2026
Status: Public Report

Subject; ANNUAL RISK ASSESSMENT

SUMMARY: This report encloses the Annual Risk Assessment on the Parish Council and its activities.

REASON FOR RECOMMENDATION:

The Parish Council is asked to agree the recommendations set out below because the annual risk assessment forms part of the Annual Governance process.

RECOMMENDATIONS:

- 1. To receive and note report BPC/26/01.**
- 2. To receive and endorse the Annual Risk Assessment.**

1. INTRODUCTION

This report attaches the Annual Risk Assessment which is required as part of the internal governance of the Parish Council and looks at the operation and activities of the Parish Council.

2. CONTACT OFFICER AND BACKGROUND DOCUMENTS

If you have any queries about this report please contact The Responsible Finance Officer of the Council

Tel: 07714300986 or email: clrk@bilsington-pc.gov.uk prior to the meeting.

Background Documents:

The following background information has been used in the preparation of this report.

All audit working papers.

Bilsington Parish Council – Financial Risk Management Record

Risk area	Risk identified	Level of risk (H/M/L)	Management of risk	Action required	Review date
Section one: Areas where there may be scope to use insurance to help manage risk					
Property and contents owned by the council	Loss or damage	H	An up-to-date register of assets and investments	Review quarterly by council, annually by IA	
Damage to third party property or individuals	Public liability	H	Property maintenance and insurance cover	Insurance held with Zurich Municipal renewal date of 22 nd October	
Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party	Public liability	H	Annual review of risk and the adequacy of cover	Insurance held with Zurich Municipal reviewed annually	
Loss of cash through theft or dishonesty	Fidelity guarantee	L		Internal controls checked by council and IA	
Legal liability as a consequence of asset ownership	Public liability	H	Property maintenance and insurance cover	Level of cover reviewed annually	
Section two: Working with others to help manage risk					
Security for vulnerable buildings, amenities or equipment		M		Inspection regime	
The provision of services being carried out under agency/partnership agreements with principal authorities	Standing orders and financial regulations dealing with the award of contracts	L		Reviewed quarterly by council annually, by IA all partner's risk assessed and multiple quotes obtained and compared in minutes	

Banking arrangements, including borrowing or lending	Detect and deter fraud or corruption	L		Financial regs and IA review	
Professional services (architects, accountancy, design etc)	Standing orders and Financial regs deal with the awarding of contracts	L		County association for legal. IA reviewed regularly, others based on best available advice	
Section three: Self-managed risk					
Proper financial records	In accordance with statutory requirements	L		Review quarterly by councillors, annually by IA	
Business activities	Ensuring that they are within the legal powers of councils	L		IA review and regular reference to legislation and guidance	
Borrowing	Complying with restrictions	L		IA review and council checked	
Employment law and Inland Revenue regulations	Ensuring that requirements are met	L		IA review	
VAT	Ensuring that requirements are met under HMRC regulations	L		IA review and advice taken as needed	
Annual precept	Ensuring adequacy within sound budgeting arrangement	L		IA review and budget published on web	
Monitoring of performance		L		Councillors review budget and policies quarterly	

Grants	Ensuring proper use of funds granted to local community bodies under specific powers, s137 or GPC	L		All grants based on approved form and supporting information, minuted and checked by IA	
Council minutes	Proper, timely and accurate reporting of council business in the minutes	L		Posted on website for public to see with full agenda packs as per Transparency Code and IA review	
Rights of inspection		L		Website/policies updated annually	
Document control	Proper systems	L		Policies approved and published	
Register of Members' interests and Gifts and Hospitality	In place, complete, accurate and up-to-date	L		IA and Borough Council review web links checked annually	
Compliance with Transparency Code		L		Stay up to date with legislative changes	

