

**NETTLESTEAD PARISH MEETING
RISK ASSESSMENT – FINANCIAL AND OTHER
November 2025**

RISK	ACTION REQUIRED
Inappropriate/illegal expenditure	Budget to be drawn up and approved by the Meeting before the Precept is set. The Meeting's Financial Regulations and Financial Controls Procedures to be adhered to at all times.
Theft/fraud	Cheques to be signed by two out of three authorised signatories. Any change in cheque signatories to be approved by the Meeting. Cheque book to be kept by Clerk. Clerk will not be an authorised signatory under any circumstances. Financial report to be presented to each meeting of the Meeting. The Clerk will attach a scan of the bank statement with the meeting papers emailed out to confirm the stated bank balance figure. The Minutes will confirm that members of the Meeting noted the Financial Report and the supporting scanned bank statement. A member of the Meeting (other than the Chair) will sign the Report and the paper bank statement to confirm that the stated bank balances are the same (this requirement may be temporarily suspended during any Government ban on public meetings).
Legal action	Insurance policy to be reviewed each year at renewal by the Chairman and the Clerk to determine whether the levels of public liability and legal cost cover are sufficient and are, as a minimum, at the levels recommended by SALC.
Failure to meet financial obligations – invoices not paid.	The Chairman of the Meeting to be given authority to approve regular expenditure (insurance premium, SALC subscription) outside meetings. Cheque signatory arrangements to be reviewed annually as per Section 2 of the Meeting's Financial Regulations and Financial Controls Procedures.
Failure to meet financial obligations – insufficient funds	Financial report to be presented to each meeting of the Meeting. Clerk to monitor bank balance.

NOTES:

Nettlestead Parish Meeting does not hold cash

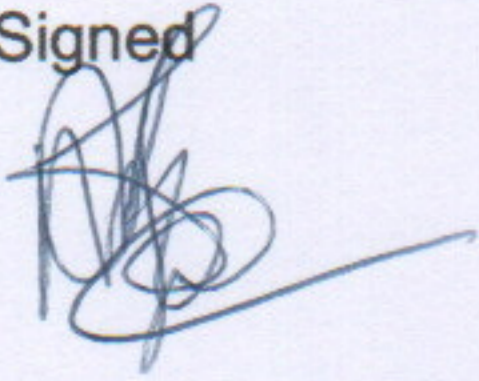
Nettlestead Parish Meeting has no employees.

Breach of General Data Protection Regulations	The Meeting to renew registration with Information Commissioners Office annually. Comply with SALC guidelines on retention of documents. Chairman and Clerk to only use official email addresses
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and maintain data security as required under GDPR.

This Risk Assessment was approved at the Nettlestead Parish Meeting on 4th November 2025

Signed

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

Chairman – Nettlestead Parish Meeting

Date: 4/11/2025