

Sustead with Bessingham and Metton Parish Council

Parish Clerk: Helen Pell, Maybeck, 1 Sustead Lane, Sustead, Norfolk NR11 8RR

Telephone: 01263 570021

clerk@susteadpc.norfolkparishes.co.uk

Financial Risk Assessment

- 1 Financial records – well maintained and cash book reconciled quarterly to bank statements.
- 2 Legal powers – clerk receives regular training and ‘The Parish Councillors Guide’ used as reference point, together with advice from Norfolk Association of Local Councils and solicitors.
- 3 PAYE & NIC – the Council is registered with HMRC, and tax and NIC is deducted from the clerk’s salary as appropriate.
- 4 The Council has no borrowings.
- 5 VAT – VAT returns are completed and submitted by the clerk annually.
- 6 Precept – budget set annually by full Council at November meeting. Precept is set to reflect the costs of running the Council.
- 7 Minutes – all initialled or signed by chairman of meeting. Filed sequentially and kept safely.
- 8 Electors’ rights – notice of audit & conclusion of audit posted on village notice boards and Parish Council website. Accounts freely available at May meeting, through website and on demand. Public speaking at allocated time during every meeting.
- 9 Document control – filing cabinets used to store documents.
- 10 Register of interests – code of conduct adopted and all councillors have signed a declaration of acceptance of office and of the code, and have completed a register of interests.
- 11 Internal controls – all cheques signed by two named signatories and supporting invoice reviewed and cheque stub initialled. All cheques and direct debits are reported to full Council. BACS payments raised by the Clerk and authorised by one signatory. Independent internal auditor appointed to review books of account.
- 12 Quotes – three quoted are obtained for expenditure over £2,000, where possible. Three quotes must be obtained for expenditure over £10,000 and sealed tenders for expenditure over £60,000, if appropriate – see Financial Regulations for full details.
- 13 Insurance – full cover maintained at all times – reviewed annually.

Signed: _____
Chair

Dated: 11th May 2026