

# Abbeycwmhir Community Council Risk Assessment

## ABBEYCWMHIR COMMUNITY COUNCIL FINANCIAL & BUSINESS RISK ASSESSMENT

Members will take all necessary steps: -

a) to minimise any risk facing the Council

b) to identify risk areas

c) to evaluate consequences and adopt measures to avoid, reduce or control the risk.

Details	Frequency	Comments/Actions
<b>Insurance</b>		
Public & Employers liability	Annual	£10 m.
Money	Annual	£250,000
Property	Annual	£7,237
Officials indemnity	Annual	£500,000.00
Fidelity Guarantee	Annual	£250,000
Personal accident	Annual	£50,000.00
Legal expenses	Annual	£100,000.00
All risks		£ 5,000.00
<b>Property safety checks</b>		
Abbeycwmhir notice board	Annual	Ongoing when notices posted
Bwlch y Sarnau notice board	Annual	
Community Shed		1,100.00
Abbeycwmhir book stock		Ref to History Group representative
<b>Financial matters</b>		
Banking arrangements	Annual	2 councillors sign all cheques.
Insurance	Annual	Renewed June 1st
Internal audit	Annual	Done
External audit	Annual	To be submitted as required
Internal financial check	Each Meeting	Cash book reported to meeting
Clerk's expenses review	Annual	Reviewed at budget prepn.
Budget preparation	Annual	Done} November meeting
Precept assessment	Annual	Done} November meeting
<b>Record keeping</b>		
Minutes properly signed	On-going	At following meetings
Asset register available	On-going	Review at AM
Financial regs. available	On-going	Review at AM
Standing orders available	On-going	Review at AM
Back up of computer files	Daily	To flash drive and back up drive
<b>Members' responsibilities</b>		
Code of Conduct adoption	On-going	At Annual meeting
Register of interests	On-going	Ref Nov 2022
Register of gifts/hospitality	On-going	None to date
Dec. of interests minuted	On-going	Done
<b>Governance Documents</b>		
Pension Policy	Annual	Under limit for registration 2024-25
Document retention	On-going	Review
Data protection	Review	As required by ICO

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Topic	Risk Identified	Consequences	Risk Level H/M/L	Management of the risk	Action
Precept	Not submitted	Unable to pay all bills	L	Ensure precept on November meeting agenda	Clerk's diary
	Not paid by PCC	Reputation damaged	L	Check precept added to bank account	Clerk
	Adequacy		L	Precept related to budget - sufficient reserves	
Staff	Absence of clerk through illness	Disruption of services	L	Key tasks to be specified in written document	Clerk
Staff	Fraud by clerk	Loss of funds / censure by audit inspection / image damaged	L	All payments by cheque signed by two Councillors. Annual internal audit,	Members scrutiny
Staff	Poor performance	Censure by audit inspection image damaged	L	Clerk undertaking training programme Members provide feedback if necessary and steps taken to remedy problem	Clerk Members
Notice boards	Accident caused by falling into disrepair	Litigation, Image damaged	L	Annual inspection by Clerk and intermediate checks	Clerk
Planning Applications	Failure to respond to notice	Planning comment opportunity missed Image damaged	L	All planning notifications are available to all on Powys CC website If Clerk away for more than 2 weeks Powys CC to be instructed to forward planning notifications to J Evans	Members Clerk
Financial Records	Inadequate records	Censure by audit inspection	L	RFO/Clerk to check regularly. Internal audit checks records annually Reports submitted to Council meetings	Clerk
Budget	Budget overspend Inadequate budget	Censure by audit inspection Image damaged/ Inability to pay bills	L	Budget reviewed at each Council meeting Expenditure is highly predictable. Sufficient reserves held to cover any emergencies	Clerk / members
Minutes and records	Accurate and legal Loss of data	Censure by audit inspection Loss of reputation	L	Minutes reviewed at following meeting Data backed up daily	
Restriction on face to face meetings	Some members unable to attend video meetings	Potential non-quorate meetings	M	Seek outdoor meeting sites.  Increase delegation	Members Clerk
Requests to meet remotely	Lack of broadband and IT equipment (hall & Councillors)	Breach of legislation	M	Seek improved broadband at local level. Invest in IT	Members