

**Yscir Community Council Risk Assessment
(reviewed at meeting on 11.03.14)**

Details	Frequency	Current	Comments/Actions
Insurance			
Public & Employers liability	Annual	£10 m.	
Money & Fidelity guarantee	Annual	£5,000/ £25000	£250 in home; excess £50
Property (see asset register)	Annual	£2,719.67	sum insured £2719.67, excess £250
Officials indemnity	Annual	£500,000. 00	
Libel & slander	Annual	£100,000. 00	Now increased to £250,000
Personal accident	Annual	£500,000. 00	
Legal expenses	Annual	£100,000. 00	
Property safety checks			
Fenni fach notice board	Annual	£500.00	}
Cradoc notice board	Annual	£500.00	}
Battle notice board	Annual	£500.00	} Safety checks by Clerk
Cradoc horse trough	Annual	£300.00	} and Cllr Bob Wood
Aberbran seat	Annual	£350.50	}
Sony voice recorder	Annual	£124.48	Not insured
Financial matters			
Banking arrangements	Annual		2 councillors sign all chqs.
Insurance	Annual		Done
Internal audit	Annual		Done
External audit	Annual		Done
Internal financial check	Each Meeting		Cash book reported to meeting
Clerk's salary review	Annual		Reviewed at budget prepn.
Budget preparation	Annual		Done} meeting 7.01.15
Precept assessment	Annual		Done} meeting 7.01.15
Level of cash reserves			Aim to keep between £1,000 and £2,000 in the bank. No significant cash flow issues
Record keeping			
Minutes properly signed	On-going		Done
Asset register available	On-going		Done
Financial regs. available	On-going		Reviewed in September 2014
Standing orders available	On-going		To be reviewed in May '15
Back up of computer files	Daily		Backed up on Apple Time

			machine - also on Dropbox
Members' responsibilities			
Code of Conduct adoption	On-going		New code signed May '13
Register of interests	On-going		Done
Register of gifts/hospitality	On-going		Done
Dec. of interests minuted	On-going		Done

YSCIR 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.

Topic	Risk Identified	Consequences	Risk Level H/M/ L	Management of the risk	Action
Precept	Not submitted Not paid by PCC Adequacy	Unable to pay all bills Reputation damaged	L L L	Ensure precept on January meeting agenda Check precept added to bank account Precept related to budget - sufficient reserves	Clerk's diary Clerk
HMRC PAYE return	Late returns Incorrect return	Fine Fine	M M	Clerk attendance at training events Returns reminder in diary	Clerk Clerk's diary
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 revenue / censure by audit inspection / image damaged	L	Detailed time sheets kept by Clerk and presented with invoices to Members Monthly analysis of hours worked	Members scrutiny
Staff	Verbal/physical assault	Injury/absence from work/ litigation/ inability to appoint new staff/image damaged	L	Risk assessments completed Health and Safety checks carried out	Members Clerk
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, trough and seat	Accident caused by falling into disrepair	Litigation Image damaged	L	Annual inspection by Clerk and intermediate checks	Clerk

Planning Applications	Failure to hold quorate meeting within the required time	Disruption of service Image damaged	L	All Members on Planning Committee Arrangements in place if Clerk away for more than 2 weeks	Members Clerk
Topic	Risk Identified	Consequences	Risk Level H/M/ L	Management of the risk	Action
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 and staff time can be managed. 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 several times a day	Members Clerk