

LLANBADARN FAWR COMMUNITY COUNCIL FINANCIAL & BUSINESS RISK ASSESSMENT

Risk Assessment 2024

Details	Frequency	Current	Comments/Actions
Insurance			
Public & Employers liability	Annual	£ 10m ea	Review annually pre renewal. Update in respect of changes during the year. Review June 2024 before renewal
Money	Annual	£ 250K	
Property (see asset register)	Annual	£	
Fidelity Guarantee	Annual	£ 250K	
Officials Indemnity		£ 500K	
Libel & slander	Annual	£ 250K	
Personal accident	Annual	£ 100K	
Legal expenses	Annual	£ 250K	
Property safety checks			
Notice board	Quarterly		Visual condition check when posting notices
Play area	Annual ROSPA		
Financial matters			
Banking arrangements	Annual		2 councillors sign all cheques.
Insurance	Annual		Renewal due 08/24
Internal audit	Annual		Auditor appointment approved
External audit	Annual		To be submitted
Internal financial check	Each Meeting		Cash book reported to meeting
Clerk's expenses review	Annual		Reviewed at budget and approve AM.
Budget preparation	Annual		Done} 12/23 meeting
Precept assessment	Annual		Done} 01/24 meeting submitted 01/24
Record keeping			
Minutes properly signed	On-going		
Asset register available	On-going		Done Review pre insurance renewal
Financial regs. available	On-going		Done review at AM
Standing orders available	On-going		Done review at AM (updated Nov 2023)
Back up of computer files	Regular		To memory stick and external hard drive
Members' responsibilities			
Code of Conduct adoption	On-going		Code reviewed and adopted at AM and also by new members co-opted during the year.
Register of interests	On-going		Individual register completed 2022 and DOI made at all meetings
Register of gifts/hospitality	On-going		As required
Dec. of interests minuted	On-going		Recorded and completed at meetings – copies kept
Governance Documents			
Safeguarding	Adopt Policy	Y	
Document retention	Adopt Policy	Y	
Data protection	Review	As required by ICO	

(reviewed March 2021, May 2021, May 2022, May 2023).

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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	Actioned by
Precept	Request Not submitted Not paid by PCC Adequacy	Unable to pay all bills Reputation damaged	L L L	Ensure precept on November/December meeting agenda Check precept added to bank account Precept related to budget - sufficient reserves	Clerk's diary Clerk
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 Chairman and intermediate checks by notice posters. Repaired and repainted 2023	Clerk
Planning Applications	Failure to respond to notice	Planning comment opportunity missed Image damaged	M	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 Chairman. Request time extension for comments if required	Members Clerk

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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 – reserve list available	Clerk / members 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	Clerk/ members
PLAY AREAS	Damaged or dangerous equipment Missed external H&S inspections	Poor H&S inspection report Death or injury of users.	M	Independent annual ROSPA inspection booked via PCC and/or RoSPA Regular check of sites by members	Clerk and members
Pandemic lockdowns	Unable to meet	Meetings not Quorate Unable to pay invoices issue/ cheques	M/H	Amended Financial regulations Video meeting protocol	Clerk and members
Vandalism	Damage to council property	Injury to public from broken items	M/H	Ensure insurance cover adequate. Have emergency repair plan. Work with police and community.	Clerk and members
Website Failure	Failure to comply with legislation. Poor Communications and public access to information	Censure by audit	L/M	Ensure rebuild budget reserve available. Use local suppliers for access. Set up website info backup files lists.	Clerk.

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