

ABENBURY COMMUNITY COUNCIL

RISK MANAGEMENT DOCUMENT 2022-23

AREA	RISK	LEVEL	CONTROL
Assets	Protection of physical assets	Low	Equipment insured. Values increase annually in line with RPI
	Security of Equipment	Medium	Regular inspections and appropriate forms completed.
	Maintenance of Equipment	Low	Maintained as required
	Identification and track of assets and values.	Low	Maintained Asset register. Deletions require sign off of Council.
Finance	Banking	Low	Accounts maintained with Unity Trust Bank
	Risk of consequential loss of income	Low	Insurance cover. Main income processed by BACS.
	Financial controls and records	Low	Quarterly reconciliation prepared by the Clerk. Two signatures required on cheques. Approval by two Councillors on payments from Unity Trust Bank . Internal and external audit. Bank reconciliations checked by a Member of Council.
	Electronic banking.	Low	Policy approved by Council. Clerk and RFO is the main user. Checks on transactions made by secondary users.
	Comply with Custom and Excise Regulations	Low	Use help line when necessary. VAT claims made by the Clerk. Internal and External audit provide a double check
	Sound budgeting to underline precept	Low	Council receives and agrees budgets from which the precept is prepared
	Comply with borrowing restrictions	Low	No new borrowing likely at present. Any future BACS or Direct debit payments to be approved by Full Council.
Liability	Risk to third party, property or individual	Low	Insurance in place. SLA in place concerning Street Lighting inspections and Play area Inspections.
	Legal liability as consequence of Asset ownership	Medium	Insurance in place and Inspections carried out.
Employer Liability	Comply with Employment Law	Low	Legal advice sought where necessary.
	Comply with HMRC requirements	Low	Clerk checks HMRC notifications. PAYE dealt with internally using basic PAYE software as registered with HMRC .
	Safety of staff and visitors	Low	H & S Risk Assessment checks if required. Hall used is subject to H& Safety checks also. Compliant with fire regulations.

<p><u>Legal Liability</u></p>	<p>Ensuring activities are within legal powers</p> <p>Properly and timely reporting via the Minutes</p> <p>Proper document control</p>	<p>Medium</p> <p>Low</p> <p>Low</p>	<p>Clerk clarifies legal position on any new proposals. Legal advice sought where necessary. Clerk and Councillor Training opportunities are taken up where appropriate. Council has Standing Orders and Financial regulations in place.</p> <p>Council meets monthly and receives minutes and reports from other meetings. Minutes are available via the Council website and noticeboard. Where a copy is requested from a member of the Public, a charge may be levied where a hard copy is requested.</p> <p>Leases and legal documents kept with solicitors or at the Clerk's home in lockable and fireproof cabinets. Clerks home has fireproofing measures in place to recent Building regulations. Documents are backed up to a memory stick and kept offsite. Documents are also backed up via One Drive, (Microsoft) which is password protected. . Data Protection guidelines are followed in the keeping and destruction of personal data. All Councillors subject to Council's Data Protection policy.</p>
<p><u>Councillor propriety</u></p>	<p>Member's actions</p> <p>Registers of Interest and gifts and hospitality in place</p>	<p>Medium</p> <p>Low</p>	<p>Code of Conduct is in Place. Social Media Policy is in place. Standing Orders and Financial Regulations are in place and regularly reviewed. Members are reminded at each meeting of the need to declare an interest. Declarations of interest are minuted and a register is kept and published online</p> <p>Details of Councillor expenses claimed or reimbursed are published on the Council's websites to comply with Welsh Government requirements.</p> <p>Registers compiled and published on website.</p>

This Risk Management document was Approved by the Community Council on 14th March 2022

Clerk of the Community Council