

Raglan Community Council Risk Assessment Table

RAGLAN COMMUNITY COUNCIL: RISK MANAGEMENT

The following is an example of a risk assessment

Area	Risk	Level	Controls <i>(bold indicates areas where work is needed)</i>
Assets	Protection of physical assets	M	Buildings insured. Value increased annually by RPI. Test Insurance market in early 2015 and assess insurance values at that point.
	Security of buildings, equipment etc	M	The Community Hall is under the management of the committee which is also set up with charity status
	Maintenance of buildings etc	M	Buildings currently maintained on an ad hoc basis. Planned programme of maintenance of the allotment sites and other assets the council may have responsibility for
Finance	Banking	M	Bulk of investment is handled by the clerk. The clerk reports any changes to the full council. All banking transactions are with the NatWest bank in Abergavenny
	Risk of consequential loss of income	M	Insurance cover. Is covered in the council's standard (to cover loss of income and relocating office). Important documents backed-up and taken off premises.
	Loss of cash through theft or dishonesty	H	The Council as a fidelity cover built into the insurance policy
	Financial controls and records	M	Reconciliation is prepared by clerk and checked by the internal auditor and a report submitted to Council. The council retains two signatories on cheques. Internal and external audit.

	Comply with HMRC Regulations	H	Use help line when necessary. VAT payments and claims calculated by the Clerk. Internal and external auditor to provide double check. VAT returns are submitted to HMRC once a year
	Sound budgeting to underlie annual precept	M	The council as a report on all income and expenditure at every monthly meeting. The finance committee and full council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Admin Committee his reported quarterly.
	Complying with borrowing restrictions	L	No new borrowing likely at present
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported. Risk assessments of individual events such as Christmas lights and Community Day carried out as necessary.
	Legal liability as consequence of asset ownership (especially burial ground, playground)	H	Insurance in place. Weekly checks of playgrounds and written records kept. Twelve monthly checks by ROSPA or a similar inspector of playgrounds.
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies including Employees Organisation. Web sites are checked weekly for updates. Clerk is member of SLCC Advisory Group and the council are members of One Voice Wales
	Comply with Inland Revenue requirements	M	Regular advice from HMRC and Sage. Internal and external auditor carries out annual checks.
	Safety of Staff and visitors	M	Regular risk assessment checks on land.

Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets once a month and always receives and approves Minutes of meetings held in interim. Minutes made available to press and public via the council website
	Proper document control	M	Land and buildings registered at Land Registry. Original unregistered (short term) leases retained by the clerk in the office.
Councillors propriety	Registers of Interests and gifts and hospitality in place	H	Register of interest completed. Gifts and hospitality register is present at each Annual Council meeting.