



Cyngor Cymuned **Glyntraian** Community Council Management Risk Assessment Policy

Area	Potential Consequence	Likelihood	Severity Score	Class	Risks and Measures to Reduce, Minimise and Control Risk
Protection of physical assets	5	2	10	MEDIUM	Council has insurance policy in place
Public seats/benches at various locations	2	1	2	LOW	Uneven ground surface/Damage to seat Visually inspected monthly
Bus shelter	2	1	2	LOW	Damage to ground surface in bus shelter Occasional inspection by Councillor Notification by member of Public
Pontfadog Playground	5	3	15	HIGH	All equipment and grounds visually inspected monthly Inspection reports presented at Council meetings Annual inspection by RoSPA
Fence and gate surrounding playground	5	2	10	MEDIUM	Visually inspected monthly for any damage at time of playground inspection Inspection report presented at Council meetings
Dolywern Playground	5	3	15	HIGH	All equipment and grounds visually inspected monthly Inspection reports presented at Council meetings Annual inspection by RoSPA

Playing Field	3	2	6	MEDIUM	Uneven ground/potholes and damage to goal posts Visually inspected monthly at time of playground inspection
Teen Shelter	2	1	2	LOW	Visually inspected monthly for any damage Inspection reports presented at Council meetings
Oliver Jones Memorial Hall	N/A	N/A	N/A	N/A	Council own building but it is leased out until 2086 to trustees and hall committee who are responsible for any risk, insurance, any repairs etc.
Council Committee Room at OJMH	1	2	2	LOW	Damage to/theft of IT equipment Improved security - new locks fitted to doors Register of keyholders introduced
Filing Cabinets in Council Room containing Council Documents	5	2	10	MEDIUM	Damage to/theft of documents Filing cabinets are locked Improved security - new locks fitted to doors
Oliver Jones Memorial Hall Car Park	2	2	4	LOW	Any damage to manhole cover Any damage to car park surface Occasional visual inspection for safety
Bowling Green	N/A	N/A	N/A	N/A	Council own bowling green but it is leased to bowling club who are responsible for any risk, insurance, any repairs etc.
Legal Liability	5	3	15	HIGH	Ensuring activities are within working powers Clerk to clarify legal position on any new proposal Seek legal advice if necessary
Liability	5	2	10	MEDIUM	Risk to third party, property or individuals Have insurance in place

Financial Controls and Records	5	2	10	MEDIUM	Reconciliation prepared by Clerk and checked by Internal Auditor. account. Quarterly meetings of Finance Committee. Financial reports presented at every Council meeting. All payments discussed and agreed at monthly Council meetings. Internal and External Audit Bank statements reviewed by Finance Committee.
Online Banking	5	3	15	HIGH	Risk: Unauthorised access Password and Bank secure key protected. Password changed periodically. Review any payments made online at Council meetings. Also protected by Bank guarantee and banking security.
Payments	5	2	10	MEDIUM	All payments checked and signed for by two of the signatories
Council Budget and Precept	5	2	10	MEDIUM	Sound budgeting to underlie annual precept Report of expenditure and income at Council meetings. Quarterly meetings of Finance Committee Process to check any items not budgeted for before commitment.
HMRC regulations	5	2	10	MEDIUM	VAT payments and claims calculated by clerk and submitted to HMRC at end of financial year
Comply with HMRC requirements	5	2	10	MEDIUM	Ensure FPS is submitted monthly and tax paid quarterly for the current financial year Use Brightpay for payroll
Petty Cash	5	2	10	MEDIUM	Loss or theft of petty cash book. Council insurance is adequate. RFO to manage and report balance at Council Meetings

Data Security	5	3	15	HIGH	Comply with new GDPR legislation. All computer files worked on and backed up on pen-drives and kept securely All paperwork kept securely and not on public display Training on GDPR so everyone is aware of the requirements and the consequences of not complying
Proper and timely reporting	3	2	6	MEDIUM	Ensure Minutes are completed during the interim between meetings. Once approved put on the Council website to make available for the general public
Homeworking	4	3	12	HIGH	DSE Assessment required
War Memorial	3	1	3	LOW	Covered by insurance Occasional visual inspection

