



**Cyngor Cymuned LLANRHYSTUD Community Council**  
**RISK ASSESSMENT 2023 / 2024**

<b>TOPIC</b>	<b>RISK IDENTIFIED</b>	<b>MANAGEMENT OF RISK</b>	<b>ACTION</b>
Precept	<ul style="list-style-type: none"> <li>• The draft budget for consideration and approval by the council not delivered</li> <li>• Receipt of Precept</li> <li>• If not received</li> <li>• Budget prepared quarterly during the year.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and agree annual budget</li> <li>• Confirm in meeting minutes</li> <li>• Identify and follow up</li> <li>• Review of budget quarterly</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk /Council meeting Dec/ Jan.</li> <li>• Council</li> <li>• Clerk</li> <li>• Council meetings June /Sept /Dec /March</li> </ul>
Grants	<ul style="list-style-type: none"> <li>• Procedures in place for claiming</li> <li>• Receipt of Grant</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk as required</li> <li>• Confirm in meeting minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Council</li> </ul>
Direct Costs and Overhead Costs	<ul style="list-style-type: none"> <li>• Goods / Services not supplied</li> <li>• Invoice incorrectly calculated or recorded</li> <li>• Invoice paid</li> </ul>	<ul style="list-style-type: none"> <li>• Follow up on orders</li> <li>• Check accuracy of order and invoice</li> <li>• Confirm in meeting minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Clerk</li> <li>• Council</li> </ul>
VAT	<ul style="list-style-type: none"> <li>• VAT correctly accounted for claimed within time limit</li> </ul>	<ul style="list-style-type: none"> <li>• Annual claim submitted by clerk</li> </ul>	<ul style="list-style-type: none"> <li>• Receipt of reclaimed VAT minuted.</li> <li>• Internal Auditor to verify</li> </ul>
Reserves	<ul style="list-style-type: none"> <li>• Adequate Reserves</li> </ul>	<ul style="list-style-type: none"> <li>• Review adequacy at draft budget review and quarterly budget reviews</li> </ul>	<ul style="list-style-type: none"> <li>• Council meeting June/Sept/ Dec/March</li> <li>• Internal Auditor to verify</li> </ul>
Assets	<ul style="list-style-type: none"> <li>• Loss, Damage etc.</li> <li>• Maintenance</li> <li>• Risk of damage to third party</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Inspection of playground and other assets</li> <li>• Check external inspection report and action as necessary</li> <li>• Undertake repair and maintenance</li> <li>• Update Insurance and Asset Register</li> <li>• Review adequacy of Public Liability</li> <li>• Carry out Risk Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Chairman / Council</li> <li>• Clerk to arrange external Inspection of playground assets</li> <li>• Council to arrange as required</li> <li>• Council meeting May/June</li> <li>• Council meeting May/June</li> <li>• Council meeting May/June</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• Fraud</li> </ul>	<ul style="list-style-type: none"> <li>• Fidelity Guarantee value appropriately set</li> </ul>	<ul style="list-style-type: none"> <li>• Council meeting May/June</li> </ul>
Financial Records	<ul style="list-style-type: none"> <li>• Inadequate records</li> </ul>	<ul style="list-style-type: none"> <li>• Check bank statements monthly in minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Council</li> </ul>

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		<ul style="list-style-type: none"> <li>• Full quarterly budget process in place</li> <li>• Annual Internal Audit in April/ May</li> <li>• Publish record of payments made to members annually</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk reports quarterly to council meetings</li> <li>• Internal Auditor to verify</li> <li>• Clerk</li> </ul>
Minutes	<ul style="list-style-type: none"> <li>• Accurate and legal</li> </ul>	<ul style="list-style-type: none"> <li>• Review, signed and dated at following meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Council</li> </ul>
Social Media	<ul style="list-style-type: none"> <li>• Non-compliance with Social Media Policy</li> <li>• Website does not conform to legal requirement.</li> </ul>	<ul style="list-style-type: none"> <li>• Members to notify clerk when publishing on social media.</li> <li>• Website to be updated regularly</li> </ul>	<ul style="list-style-type: none"> <li>• Chairman and Clerk to check.</li> <li>• Councillors and Clerk</li> </ul>
Members Interests	<ul style="list-style-type: none"> <li>• Conflict of Interest</li> <li>• Adoption of Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• Declarations of interest to be documented and minuted.</li> <li>• Any conflict addressed as appropriate</li> <li>• Adopted and Implemented</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Clerk</li> <li>• Councillors and Clerk</li> </ul>
GDPR	<ul style="list-style-type: none"> <li>• Non-compliance with privacy policy</li> </ul>	<ul style="list-style-type: none"> <li>• Policy on website</li> <li>• Clerk to ensure compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk</li> </ul>

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