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|  | **Llanelly Community Council –**  **Risk Assessment 2020/21** | | | | | |
| **Service Area** | | **Risk** | | **Level**  **(L,M,H)** | **Recommendation** | |
| Assets | | Protection of physical assets | | M | Buildings and equipment insured, cover assessed, and value increased, annually | |
|  | | Security and safety of bldgs/equipment | | M | CCTV, burglar and fire alarms in GCC with annual maintenance agreements. GCC and Public toilets locked every night. Fixed electrical installations inspected biannually; gas meter inspected annually. | |
|  | | Maintenance of buildings | | M | Currently on an ad hoc basis but regular inspection of GCC and Public toilets, and Cleaning Contract in place which identifies small maintenance requirements. Legionella inspection as necessary and maintenance agreements as above. | |
| Finance | | Banking | | M | All banking transactions with Nat West in Abergavenny. All correspondence with them including cheques require two signatories. | |
|  | | Risk of consequential loss of income | | M | Insurance cover; important documents backed up and in 2 locations. | |
|  | | Loss of cash through theft or dishonesty | | M | Fidelity cover in insurance policy and no petty cash dealt with | |
|  | | Financial controls and records | | M | Bank reconciliation and financial statement prepared by Clerk on monthly basis and agreed with Chair; on quarterly basis and approved by Council and on an annual basis and agreed with internal auditor. Budget considered annually by Finance Committee and approved by Council. | |
|  | | Comply with HMRC regulations | | L | VAT payments and claims calculated by the Clerk and approved by the internal auditor. VAT returns submitted annually. VAT advice available from SLCC. | |
| Public liability | | Risk to third party, property or individuals | | H | Insurance cover up to £10million. Open spaces checked regularly; trees inspected by specialist on a two yearly cycle; risk assessments of individual activities carried out as necessary. Weekly checks of playground equipment and annual checks by ROSPA or similar. | |
| Employer liability | | Compliance with employment law and inland revenue requirements | | L | Only one employee and payment outsourced to specialist company. Clerk is member of SLCC and Council of One Voice Wales for whom advice is available. Internal and external audit checks. | |
| Legal liability | | Compliance with Government regulations for community councils | | L | Membership of SLCC and OVW for advice and guidance. Regular meetings of full Council; minutes made available to press and public via the Council website. | |
|  | | Document control especially legal documents | | M | Land and buildings registered at Land Registry; original leases kept by Clerk in locked office cabinet. | |
| Councillors/Clerk | | Loss of services of Clerk | | M | Insurance cover of £10k; temporary cover available though OVW. | |
|  | | Reputation of Council, Councillors or Clerk compromised | | M | Register of interests maintained for each councillor and updated as required. All members signed Code of Conduct. Clerk’s contract of employment. | |
| IT/Computer | | Loss of data on PC due to system fault, fire or theft. | | M | Back up of major documents by Clerk; webmail and website maintenance facility through Vision ICT; Clerk’s office locked with digital code. | |
|  | | **SIGNED: R DIXON**  **DATE:** | |  |  | |
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