

RHAYADER TOWN COUNCIL FINANCIAL & BUSINESS RISK ASSESSMENT - Reviewed May 2025

Details	Frequency	Current	Comments/Actions
Insurance			
Public & Employers liability	Annual	£ 10m each	Gallagher – Hiscox Insurance Review annually in October pre renewal. Update in respect of changes during the year. As schedule** Review Sept 2025 before renewal
Money	Annual	£ 250K	
Property (see asset register)	Annual	£ **	
Officials indemnity	Annual	£ 500K	
Libel & slander	Annual	£ 500K	
Personal accident	Annual	£ 100K	
Legal expenses	Annual	£ 250K	
Property safety checks			
Notice board	Ongoing		Visual condition check when posting notices
Benches and tables	Ongoing		Asset Committee
Toilets	Ongoing		Checked by Cleaner/Caretaker
Polytunnel & Containers	Ongoing		Plot Holders report to the Clerk
Financial matters			
Banking arrangements	Annual		2 Cllrs sign all cheques, daily limit £2,500
Insurance	Annual		Renewal due January 2026
Internal audit	Annual		Auditor appointment approved by Council
External audit	Annual		To be submitted as timetabled
Internal financial check	Each Meeting		Cash book reported to meeting
Clerk's expenses review	Annual		Reviewed at budget and approve AM.
Budget preparation	Annual		2025/26 completed, 2026-27 due Nov 2025
Precept presentation assessment	Annual		2025/26 completed, 2026-27 due Nov 2025
Record keeping			
Minutes properly signed	Ongoing		Clerk/RFO
Asset register available	Ongoing		Review pre insurance Sept 2025
Back up of computer files	Ongoing		Automatic update to One Drive Cloud
Members' responsibilities			
Code of Conduct adoption	Ongoing		Code reviewed and adopted at AM and also by new members co-opted during the year
Dec. of interests recorded	Ongoing		DOI made at all meetings, & published on website
Register of gifts/hospitality	Ongoing		As required
Governance Documents			
Financial Regulations	Ongoing		Annual review at AM
Standing Orders	Ongoing		Annual review at AM
Safeguarding	Ongoing		Ongoing, appropriate risk assessment in place
Document retention	Annual		Annual review
Data protection	Ongoing		In place as required by ICO
Training Plan	Annual		2023/34 reviewed, 2025/26 review at AM
Annual Plan/report	Annual		To follow
Biodiversity Report	Annual review		Review Required before end 2025

Councillors and employees will take all necessary steps to minimise any risks to the Council through the identification of risk areas, evaluation of consequences and the introduction of measures to avoid, reduce or control the risk.

Topic	Risk Identified	Consequences	Residual Risk Level H/M/ L	Management of the risk / actions	Resp.
Budget	Inadequate budget, Budget overspend	Censure by audit inspection Reputation damaged Inability to pay bills or deliver services	L	RFO and Clerk to prepare Budget annually in October/ November for members to consider and approve Quarterly presentation of budget position showing expenditure and forecast Sufficient reserves held to cover any emergencies	RFO/Clerk / members
Precept	Request not submitted Not paid by PCC Inadequate funds available	Censure by audit inspection Reputation damaged Inability to pay bills or deliver services	L	RFO and Clerk to prepare Precept annually in November/December for members to consider and approve RFO to check precept added to bank account Precept related to budget - sufficient operating reserves held	RFO/Clerk
Finance Management	Inadequate Controls Financial Loss	Loss of funds Censure by audit inspection Image damaged	L	Finance regulations in place All payments by cheque signed by two Councillors. Spending limits agreed Annual internal audit Monthly and quarterly presentation of accounts at meetings	Members scrutiny
Fraud	Fraud by Clerk, RFO or members	Reputation Costs, Litigation	L	Finance regulations in place All payments by cheque signed by two Councillors. Spending limits agreed Annual internal audit Monthly and quarterly presentation of accounts at meetings	Members scrutiny
Staff, Clerk	Absence of Clerk through illness, holiday or other long term absence	Disruption of services	L	Key tasks to be documented and shared Access to emails, Zoom Account and key documents by RFO Email account accessible by IT support and RFO	Clerk RFO IT Support
Staff, RFO	Absence of RFO through illness, holiday or other long term absence	Disruption of services	L	Key tasks to be documented Access to emails, Bank Accounts, Scribe, email and key documents by the Clerk	RFO and the Clerk

Staff and members competency	Inadequate training	Poor delivery of services. Censure by audit inspection image damaged	L	Oversight of employees by staffing and Toilet Committees Members monitor staff performance, provide feedback if necessary and take steps taken to remedy problem Standards, job descriptions documented and appraisals held Training plan in place for employees and members Members encouraged to attend available training	Clerk RFO Cleaner/ Caretaker Members
Health and Safety	Failure to identify and mitigate against risks	Injury to staff and others Damage to property Litigation Financial liability	M	Staff and Members comply with all Health and Safety legislation and guidance Complete adequate Risk Assessments Comply with the Old School Community Centre Health and Safety Procedures	Clerk RFO Committee Chairs Cleaner Members
Notice boards	Accident caused by falling into disrepair	Litigation Image damaged	L	Regular inspection by the Asset Committee and intermediate checks by notice posters Reports of damage to be rectified accordingly	Clerk / Asset Committee
Benches / Tables	Accident caused by falling into disrepair	Litigation Image damaged	L	Regular inspection by the Asset Committee Reports of damage to be rectified accordingly	Asset Committee
Social Media	Information incorrect Slandorous or damaging information posted	Image damaged Information not shared	L	Information checked regularly Responses made in line with policy Access limited to nominated members only	RT/JS/CE
Website	Information incorrect or out of date Information missing	Image damaged Censure by audit	L	Information checked regularly New documents and information uploaded regularly	RT/JS Clerk RFO
Cyber Attack	Banking; loss of funds Loss of information	Loss of funds, reputation, costs, litigate Disruption of services		Laptops contain adequate security; firewall, anti-virus. Passwords secure	Clerk RFO
Planning Applications	Failure to respond to notice	Planning comment opportunity missed Image damaged	M	Clerk to ensure applications are circulated. In Clerks absence, RFO to circulate Request time extension for comments if required	Clerk & RFO
Financial Records	Inadequate or improper records	Censure by audit inspection	L	RFO/Clerk to check regularly. Internal audit checks records annually Reports submitted to Council meetings	RFO/Clerk
Vat payment, recovery of	Improper recoding of VAT input/output Vat returns not submitted	Censure by audit inspection. HMRC liabilities Loss of income	L	Systems in place to ensure compliance Annual inspection by Internal Audit Vat returns completed every 6 months	RFO

Minutes and records	Information inaccurate, failure to comply with legal requirements Poor record keeping	Censure by audit inspection Loss of key data Loss of reputation	L	Minutes reviewed at following meeting Automatic back up of data to One Drive Members to share important documents and electronic documents/ records with the Clerk for filing	Clerk RFO members
Council Records- Paper copies	Loss of records due to Fire, Theft or Damage	Loss of important historical or legal information	M	Programme of scanning of important documents to be instigated	Clerk
Pump Track	Poorly maintained site Damaged or dangerous track surface or surrounding areas External H&S inspections not completed Failure to identify and mitigate against risks	Poor H&S inspection report Death or injury of users Damage to users bikes.	M	Management by 3 rd party with appropriate level of skills Adequate insurance in place Risk Assessment completed with mitigation controls in place Independent annual ROSPA inspection booked via PCC Regular site checks Adequate maintenance programme in place	Clerk Members
Pandemic lockdowns	Unable to meet	Meetings not Quorate Unable to pay invoices issue/ cheques	L	Agree Video meeting protocol	Clerk and members
Closure of Community Centre	Loss of meeting room	Unable to hold face to face meetings locally	L	Remote meetings, Identify other possible venues in Town	Clerk and Members
Vandalism	Damage to facilities	H&S issues; public safety, Injury/damage from broken items. Loss of facilities Complaints from users Increased expense	L/M	Ensure adequate insurance cover Inspection plans in place Emergency repair plan in place Adequate funding available for repairs	Clerk and Members
Events	Failure to identify and mitigate against risks Health and safety breach	Injury to staff and others Damage to property Litigation Financial liability	M	Complete adequate Risk Assessments for individual events Ensure appropriate insurance is in place	Events Committee

Allotments	Failure to identify and mitigate against risks Health and safety breach Loss / damage to equipment Breach of relevant legislation	Litigation Injury Theft/ damage to equipment	M	Ensure adequate insurance cover Regular communication with Plot Holders Reporting system for issues in place Regular Inspections Adequate security in place Budget authorised for emergency repairs through the Allotment Committee Risk Assessment completed	Clerk RFO Allotment Committee
Toilets	Failure to identify and mitigate against risks Health and safety breach Poor maintenance Breach of relevant legislation	Litigation Injury/damage from broken items Loss of facilities Damage to reputation	M	Ensure adequate insurance cover Reporting system for issues in place Adequate training of the Cleaner/Caretaker Budget authorised for emergency repairs through the Toilet Committee Risk Assessment completed	Clerk RFO Toilet Committee
Trees	Failure to identify and mitigate against risks Damage through falling branches or root ingress	Litigation Injury/damage to third party or property Damage to reputation	M	Ensure adequate insurance cover Reporting system for issues in place Regular Inspection and maintenance by qualified professional	Clerk RFO Asset Committee