

**RHAYADER TOWN COUNCIL FINANCIAL & BUSINESS RISK ASSESSMENT - Reviewed May 2026**

Details	Frequency	Current	Comments/Actions
<b>Insurance</b>			
Public & Employers liability	Annual	£ 10m each	Gallagher – Hiscox Insurance <b>Review annually Sept 2026 before renewal</b> Update in respect of changes during the year. As schedule**
Money, Fidelity	Annual	£ 250K	
Property (see asset register)	Annual	£**	
Officials indemnity	Annual	£ 500K	
Libel & slander	Annual	£ 500K	
Personal accident	Annual	£ 100K	
Legal expenses	Annual	£ 100K	
<b>Property safety checks</b>			
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
<b>Financial matters</b>			
Banking arrangements	Annual		2 Cllrs sign all cheques, daily limit £5,000
Insurance	Annual		Renewal due January 2027
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		2026/27 completed, 2027/28 due Nov 2026
Precept presentation assessment	Annual		2026/27 completed, 2027-28 due Nov 2026
<b>Record keeping</b>			
Minutes approved & signed	Ongoing		Clerk/RFO
Asset register available	Ongoing		Review pre insurance Sept 2026
Back up of computer files	Ongoing		Automatic update to One Drive Cloud
<b>Members' responsibilities</b>			
Code of Conduct adoption	Annual / as required		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
<b>Governance Documents</b>			
Financial Regulations	Annual		Annual review at AM
Standing Orders	Annual		Annual review at AM
Safeguarding	Ongoing		Ongoing, Policy in place
Document retention	Annual		Annual review
Data protection	Ongoing		In place as required by ICO
Training Plan	Annual		Annual review at AM
Annual Report	Annual		Annual review at AM
Council Plans	Annual		Annual review
Biodiversity Action Plan & Report	Annual review		Action Plan published April 2026, review due Dec 2026

**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.**

<b>Topic</b>	<b>Risk Identified</b>	<b>Consequences</b>	<b>Residual Risk Level H/M/ L</b>	<b>Management of the risk / actions</b>	<b>Resp.</b>
Budget	Inadequate budget, Budget overspend	Censure by audit inspection Reputational damage 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 requested	Censure by audit inspection Reputational damage Inability to pay bills or deliver services	L	RFO and Clerk to prepare Precept in conjunction with the budget annually in November/December for members to consider and approve RFO to submit Precept request by published deadline RFO to check precept income is received from Powys CC Sufficient operating reserves held	RFO/Clerk / members
Finance Management	Poor financial management Inadequate Controls Inadequate or improper records	Financial Loss Inability to pay bills or deliver services Censure by audit inspection Reputational damage	L	Finance regulations in place Monthly and quarterly presentation of accounts at meetings All payments duly authorised Daily spending limits agreed Reconciliation process followed Annual internal audit to check correct procedures are followed and correct records are maintained Sufficient reserves held to cover any emergencies	Members scrutiny
Council Financial Reserves	Inadequate or excessive reserves	Inability to pay bills or deliver services Censure by audit inspection Reputational damage	L	Consider operating reserves required during budget setting Sufficient reserves held to cover any emergencies Funding for specific projects clearly identified and adequate reserves allocated	RFO/Clerk / members
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

Fraud	Fraud by Clerk, RFO or members	Loss of funds Inability to pay bills or deliver services Censure by audit Reputational damage Litigation	L	Finance regulations in place Monthly and quarterly presentation of accounts at meetings All payments duly authorised Daily spending limits agreed Reconciliation process followed Annual internal audit Sufficient reserves held to cover any emergencies	Members scrutiny
Grants	Poor management of grants	Improper use of grant funds Inability to claim grant payments and pay bills Censure by grant funding body Censure by audit Reputational damage Litigation	L	Grant payment & claims process and grant conditions documented and managed by RFO/Clerk Council members to comply with grant conditions Committee Chairs to comply with grant conditions Finance regulations in place Monthly presentation of accounts at meetings All payments duly authorised Annual internal audit	Clerk/RFO Members scrutiny
Staff and Council Members competency	Inadequate skills and knowledge	Poor delivery of services. Failure to comply with legislation Improper decisions Censure by audit inspection Reputational damage	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 Training plan in place for Council members Budget allocated for training Members encouraged to attend available training Members adoption of Code of Conduct Members provided with the "Good Councillors Guide"	Clerk RFO Cleaner/ Caretaker Members Staffing Committee
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

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 Reputational damage	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 Reputational damage	L	Regular inspection by the Asset Committee & Town Caretaker Reports of damage to be rectified accordingly	Asset Committee /Clerk
Social Media	Information incorrect Slandorous or damaging information posted	Reputational damage 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 Statutory information missing	Reputational damage Lack of transparency Censure by audit	L	Information checked regularly New documents and information uploaded regularly	Clerk RFO
Cyber Attack	Access to banking and other critical information Loss of funds Loss of information	Loss of funds, Loss of information Disruption to banking and other services Reputational damage costs, litigation	L	Laptops contain adequate security; firewall, anti-virus. Passwords secure Information stored in the Cloud	Clerk RFO
Planning Applications	Failure to respond to notice	Planning comment opportunity missed Reputational damage	L	Clerk to ensure applications are circulated. In Clerks absence, RFO to circulate Request time extension for comments if required	Clerk & RFO
Minutes, agendas and records	Information inaccurate Failure to comply with legal requirements Poor record keeping	Lack of public transparency Censure by audit inspection Loss of key data Reputational damage	L	Minutes reviewed, approved and signed at following meeting Minutes, agendas and key documents publicly available and held on website 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 <sup>rd</sup> party with appropriate level of skills, terms agreed through a Memorandum of Understanding Regular site checks but 3 <sup>rd</sup> party Adequate maintenance programme in place through 3 <sup>rd</sup> party Adequate insurance in place Risk Assessment completed with mitigation controls in place Independent annual ROSPA inspection booked via PCC	Clerk Members
Pandemic lockdowns	Unable to meet	Meetings not Quorate Disruption to services 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, Other possible venues in Town identified	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 Mitigation controls communicated 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, including Polytunnel, containers and shed Regular communication with Plot Holders Reporting system for issues in place Regular Inspections 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 Poor delivery of services Reputational damage	M	Ensure adequate insurance cover for buildings 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 Reputational damage	M	Ensure adequate insurance cover Reporting system for issues in place Regular Inspection and maintenance by qualified professional	Clerk, RFO Asset Committee

Risk Assessment reviewed and approved 12<sup>th</sup> May 2026

Signed: