

LLANDYSILIO COMMUNITY COUNCIL RISK MANAGEMENT

<u>Topic</u>	<u>Type Of Risk</u>	<u>Internal control</u>
Protection of physical assets owned by the the Council.	L	<p>YLL-2720430393 Zurich Insurance Plc Lamp Posts, Notice Board & street Furniture inc Notice Board at Foxen Manor £2494.00 Floodlights £6,748.13 War Memorial £12,517.00 Railings around War memorial & Fencing of Multi-Court £8,974.00 Play Equipment £20,077.93 Club House £74,398.09 Garage £15,879.00 Contents of Club House £1,158.37</p> <p>Annual Review of Insurance cover and ensure Renewal premium is paid before the Renewal Date.</p>
Risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public	M	Public Liability covered by the above Insurance Policy. Limit of Liability 5 million
Loss of cash through theft or dishonesty	M	<p>Fidelity Guarantee Insurance under above Policy. Limit inc to £100,000. Bank statements checked and initialed by Cllrs RFO does not sign cheques.& receipts issued for any cash received. Internal Audit Report to Chairman as well as Clerk</p>
Legal liability as a consequence of asset ownership	L	<p>Public Liability covered by the above Insurance Policy. Limit of liability 5 million Up to date register of assets</p>
Maintenance of amenities and equipment	H	<p>Regular reports from Sports and Recreation Committee Annual review of contracts Maintenance Log kept of Sports Equipment Annual Inspection by RoSpa</p>
Banking arrangements	M	<p>Regular bank reconciliation's - reviewed by Internal Auditor + Bank statements signed Standing orders and financial regulations updated with deal with the award of contracts for services/purchase of capital equipment.</p>
Keeping proper financial records in accordance with statutory requirements.	M	<p>Regular scrutiny of financial records and proper arrangements for the approval of expenditure. Signatory initials on cheque stubs</p>
Ensuring all business activities are within legal powers applicable to local councils	L	<p>Recording in the minutes the precise powers under which expenditure is being approved. Appropriate training offered to Clerk and Councillors</p>

LLANDYSILIO COMMUNITY COUNCIL RISK MANAGEMENT

Ensuring that all requirements are met under employment law and Inland Revenue regulations	M	All employees registered for P.A.Y.E.
Ensuring all requirements are met under Custom and Excise regulations	M	Regular returns of V.A.T within prescribed time limit
Ensuring the adequacy of the annual precept within sound budgeting arrangements	L	Regular budget monitoring statements and maintaining adequate reserves.
Proper, timely and accurate reporting of council business in the minutes	L	Minutes properly numbered and paginated with a master copy kept in safe keeping
Responding to electors wishing to exercise their rights of inspection and in relation to Freedom of Information Act	L	Documented procedures to deal with enquiries from the public.
Meeting the laid down timetables when responding to consultation invitation	L	Documented procedures to deal with responses to consultation requests
Proper document control	L	Documented procedures for document receipt, circulation, response, handling and filing
Register of member's interest and gifts and hospitality	M	Procedures in place for recording and monitoring members interest and gifts and hospitality Adoption of codes of conduct for members and employees.
Investment Income	L	Review level of Reserves and Bank Interest Rates
Location of meetings	L	10 Meetings held a year in Four Crosses Village Centre – adequate for Health & Safety for Cllrs & the public

Signed Chairman

Date

Min Ref: