

CYFFYLLIOG COMMUNITY COUNCIL RISK REGISTER

ID	Risk Description	Existing Controls	Risk Level	Additional Controls	Residual Risk after additional controls	Risk Strategy
			H/M/L		H/M/L	Avoid, Reduce, Transfer, Accept
	Financial Risks					
1	Inability to meet costs of services provided – inadequacy of Precept	Treasurer Reserves	Medium	Review of contracts and costs as part of budget process	Medium	Reduce
2	Failure to submit Precept Request on time	Treasurer Financial Regulations	Low	Forward Plan for Agendas of meetings	Low	Avoid
3	Precept not paid by Denbighshire	Treasurer Reserves	Low	None	Low	Accept
4	Investments / Deposits fail to generate sufficient return	Return on investments reported to Council	Medium	Investment Policy	Low	Reduce

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5	Monies deposited / invested are lost	None	Low	Investment Policy	Low	Reduce
6	Monies deposited in unethical investments	None	Medium	Investment Policy	Low	Reduce

7	VAT reclaim not made in a timely fashion	Internal Audit Action Plan Treasurer	Low	None	Low	Avoid
8	Costs of employing Clerk excessive	None	Medium	None	Low	Reduce
9	Inadequate records to confirm ownership of assets	Asset Register Internal Audit Action Plan	Medium		Low	Reduce
10	Loss of assets	Asset Register reviewed annually Internal Audit Action Plan	Low		Low	Avoid

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11	Inadequate financial records detailing income and expenditure	Treasurer Receipts and Payments Book Reports to Council	Medium	Receipt book Regular reports to the Council on budgetary and financial matters	Low	Reduce
12	Fraud	Financial Regulations Cheques co-signed by two Councillors Fidelity insurance	Low	Review of Fidelity Insurance cover in insurance policy Read only access to online banking given to both chair and vice chair to ensure oversight. All online banking payments to be approved by council before payment.	Low	Transfer – Insurance Policy
				Financial controls to be updated for online payments.		
13	Objection to accounts from Local Government elector	Accounts and Minutes published	Low	None	Low	Accept

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14	Security of PCC charity assets not protected adequately if transferred	<p>Financial Regulations</p> <p>Assets held by Community Council</p> <p>3 signatories on mandate, old signatories removed.</p> <p>Assets transferred under control of Anedd Wen</p>	Medium		Low	Reduce
15	Supplier (procurement) fraud.	<p>All payments scrutinised and approved by council before they are made.</p> <p>Only one officer and consequently all payments are made by the officer who placed the order.</p>	Low	<p>Implement a “no purchase order - no payment” policy.</p> <p>Ensure that suppliers are properly evaluated during onboarding process including checks on supplier compliance and risk management including insurance cover.</p>	Low	Reduce

	Operational Risks
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16	Injury to member of public while on Council land	Insurance policy Playground Inspections	Medium	Hugo Kerr to carry out checks each time they visit.	Low	Transfer – Insurance Policy
17	Injury to member of public caused by Council contractor	Insurance policy	Medium		Low	Transfer – Insurance Policy
18	Insufficient space in Cemetery	None	Medium		Medium	Reduce
19	Inadequate H&S awareness of Council	None	Medium		Medium	Reduce
20	Risk of injury through misuse of defibrillator	Insurance policy Regular Maintenance of defib	Low		Low	Reduce
21	Theft of defibrillator	Insurance policy	Medium		Medium	Reduce
	Governance Risks					

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22	Resignation of Office Bearers	Clerk is also RFO	Medium		Low	Accept
23	Constitution and Standing Orders not fit for purpose	Existing Constitution and Standing Orders are reviewed annually Standing Orders based on OVW Model Standing Orders	Medium	New Standing Orders to be drawn up based on One Voice Wales Model Standing Orders	Low	Reduce
24	Decline in reputation of Community Council amongst the Community	Open discussion at meetings of the Community Council Parish Survey	Medium	Enhanced public engagement	Medium	Reduce
25	Co option of additional members of the community as Community Councillors does not follow correct procedure / best practice	Advice from DCC	Low	None	Low	Accept

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26	Burocracy associated with correctly administering the Council becomes too great and Council is wound up	Treasurer Internal Audit role is externalised External Audit costs are reduced as Council becomes more compliant with audit regulations	Medium	Open discussion at meetings of the Community Council and ongoing public engagement	Medium	Reduce
27	Elections – Not enough Councillors	Councillors to attempt to recruit new Councillors	Medium		Medium	Reduce
28	Protection of personal data held about the Community Councillors by the Clerk in relation to GDPR regulations.	The Clerk only holds Name, Address, Home Tel No and email address on the laptop.	L	The laptop is password protected.	L	Reduce

Risk Register Reviewed, Amended and Adopted - Date: 27th March 2024.