

## BODORGAN 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
	<b>Financial risks</b>					
1	Inability to meet costs of services provided – inadequacy of Precept	Treasurer Reserves	M	Review of contracts and costs as part of budget process	Low	Reduce
2	Failure to submit Precept Request on time	Treasurer Financial Regs.	L	Forward Plan for Agendas of meetings	Low	Avoid
3	Failure to reclaim footpaths payment	Treasurer Reserves	L	Agenda item to confirm	Low	Avoid
4	Precept not paid by County Council	Treasurer Financial Regs.	L	None	Low	Accept
5	Monies deposited/invested are lost	Internal Audit	L	Investment Policy	Low	Reduce
6	VAT reclaim not made in a timely fashion	Internal Audit Action Plan Treasurer	L	None	Low	Avoid

7	Costs of employing Clerk excessive	Use of National pay scale/monitor workload	M	Consider when reviewing precept	Low	Reduce
8	Inadequate record to confirm ownership of assets	Asset Register Internal Audit Action Plan	M	Update asset register in the event of an acquisition or loss of item	Low	Reduce
9	Loss of Assets	Asset Register reviewed annually Internal Audit Action Plan	L	Ensure regular review of assets	Low	Avoid
10	Inadequate financial records detailing income and expenditure	Treasurer Receipt and Payments Book Reports to Council	M	Receipt book Finance Ledger Regular reports to Council on budgetary and financial matters	Low	Reduce
11	Fraud	Financial Regs. Cheques co-signed by two councillors	L	Review of Fidelity Insurance cover in Insurance Policy	Low	Transfer – Insurance Policy
12	Non Payment Rents by Council Tenants	Treasurer Report to Council	L	Rents to be paid by Direct Debit only	Low	Monitor
13	Objection to accounts from Local Government elector	Accounts and minutes published	L	None	Low	Accept
	<b>Operational Risks</b>					
14	Injury to member of public while on Council Land	Insurance Policy Playground Inspections	M	Visual annual inspection of assets by designated Councillors Risk policy for cemetery	Low	Transfer- Insurance Policy

15	Injury to member of public caused by Council Contractor	Insurance policy	M	Submission of Insurance cover by contractors	Low	Transfer-Insurance Policy
16	Insufficient space in Cemetery	Monitor plot allocations	L		Low	None
17	Inadequate H & S awareness of Council	None	Medium	Encourage awareness	Low	Reduce
<b>Governance Risks</b>						
18	Resignation of Office Bearers	Clerk is also RFO (Treasurer)	M		Low	Accept
18	Constitution and Standing Orders not fit for purpose	Existing Constitution and Standing Orders to be reviewed annually	M	New Standing Orders to be drawn up based on One Voice Wales Model Standing Orders	Low	Reduce
19	Decline in the reputation of the Community Council amongst the community	Seek County Council advice	M	Enhanced public engagement Web site up to date	Low	Reduce
20	Bureaucracy associated with correctly administrating the Council becomes to great and the Council is wound up	Treasurer Internal Audit role External Audit Costs are reduced as the Council becomes more compliant with audit regulations	H	Open discussions at the meeting and ongoing public engagement	Low	Reduce
21	Elections – not enough Councillors	Councillors to attempt to recruit new Councillors	M	Promote and encourage community participation	Low	Reduce

Risk Register Reviewed, Amended and Adopted 19<sup>th</sup> September 2017.

Reviewed by Finance sub-committee 13<sup>th</sup> August 2018.