

OLD ST. MELLONS COMMUNITY COUNCIL
RISK ASSESSMENT SCHEDULE
2024-2025



Assessment Criteria

Rating: Potential Consequence Score: 1-5
Likelihood of Happening Score: 1-5
Severity Level Score – Potential Consequence x Likelihood

Classification: 1-5 Low
6-10 Medium
11-15 High
16-25 Very High

Topic	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to Reduce/Minimise/Control Risk
Income Precept	Not Submitted	5	1	5	Low	Full Budget process in place. RFO to prepare budget annually in December. Community Council to consider budget annually in December Community Council to determine precept annually in January RFO to notify County Council in February
	Not paid by County Council	5	1	5	Low	RFO to monitor and report to Council Paid directly to bank account by cheque
	Inadequacy of Precept	5	1	5	Low	RFO to present monthly Reconciled Accounts, All monthly Receipts and Expenditure and Financial Summary to Council meeting Community Council to review/compare budget to actual Quarterly signing of bank reconciliation
Charges - Cemetery	Grave Allocation	5	1	5	Low	Updating of Burial Register - Ongoing
	Collection of proper internment charges	3	2	6	Medium	No Burials to take place until Clerk has received signed application forms and fees.
	Review of Fees	3	2	6	Medium	Annual Review of Charges in October by Council
	Banking of Fees	5	1	5	Low	RFO to bank monies as soon as practicable.
Charges - Hall	Hiring Charges/Collection	5	1	5	Low	Clerk to ensure that hiring applications are fully completed and signed for all casual hirers Clerk to ensure that calendar is updated daily Payments received by Clerk via notification of online payment to forward to RFO via email, or post if cheques received via postal method Clerk to ensure full payment is received prior to hire
	Hiring Charges – Review	2	1	2	Low	Annual Review of charges in October by Council
Borrowing/ Lending	Adequacy of finances to repay loan	5	1	5	Low	Provision made in Annual Budget

Reserves – General	Ensure Adequacy	5	1	5	Low	Consider at Budget Setting
Reserves – Earmarked	Ensure Adequacy	5	1	5	Low	Consider at Budget Setting
SLA's	Failure to fulfil agreement	5	2	10	Medium	Clerk to monitor. Diary of work undertaken and when in place
Expenditure						
Legal Powers	Illegal Payment or Activity	5	2	10	Medium	All statutory powers to undertake work recorded in minutes Ensure compliance with Standing Orders and Financial Regulations. Review of Standing Orders and Financial Regulations during lifetime of Council
Salaries/Wages	Wrong Salary Paid	5	2	10	Medium	Staff salary presented to Council monthly and Community Council to scrutinise details of claim
	Wrong Rate Applied	5	2	10	Medium	Reconcile with minutes of National Agreed Rates for Staff
	Not Accounting for correct deductions of NI, Tax and Superannuation	5	2	10	Medium	Independent Professional Payroll Company employed to process manual staff wages
	Inaccurate recording of hours	5	2	10	Medium	Timesheet in place for all staff Community Council to check on a monthly basis and recorded in minutes
	Submission of PAYE records Payments	4	1	5	Low	Returns submitted monthly. Audit committee to verify. Annual Return to be completed electronically
VAT Payment Recovery of	Improper recording of input/output VAT	5	2	10	Medium	analysis sheet provided to local H.M. Customs and Excise in operation
	Improper Identification of Non Business Activities	5	2	10	Medium	Have access to County Council's VAT unit for assistance and guidance
	Inability to meet quarterly submissions to H.M customs	5	1	5	Low	Systems in place to ensure compliance. Audit Committee to agree on compliance with time scales.
	Annual Reconciliation of quarterly returns	5	1	5	Low	
Financial Assistance	Legal Power to contribute	5	2	10	Medium	Compliance with section 137 and other legislation
	Compliance with Council Policy	5	1	5	Low	Educate/Remind members of Policy
	Overspend	5	2	10	Medium	RFO to monitor monthly
Councillors Allowances	Over/Under payments to Members	4	1	5	Low	Members to complete and verify standard attendance/claim form.
	Proper deduction of tax	5	1	5	Low	Audit to verify

	Maintain proper records	3	1	3	Low	Standard claim forms in place.
Training of Councillors	Lack of knowledge could lead to poor decision making	4	2	8	Medium	Use of OVW training modules ongoing
Training of Clerk / Staff	Lack of knowledge could lead to poor decision making	4	2	8	Medium	Use of OVW training modules ongoing
Assets	Loss/Damage thereof	5	2	10	Medium	Weekly inspection of Community Hall, Ty'r Winch Playing Fields, Cemetery Insure against all risks. Community Hall and Cemetery Review annually
	Risk or damage to third party property or individuals	4	2	8	Medium	Indemnity of Public Liability in place. Review annually
	Security of Buildings and Equipment	5	3	15	High	Caretaker to regular check building on a weekly basis
	Asset Register	5	2	10	Medium	Update Asset Register annually
	Maintenance	5	3	15	High	Undertake repair and maintenance - Ongoing
Staff	Insufficient to deliver service	5	4	20	Very high	Review Staff Structure
	Loss of key personnel – Clerk through ill health, retirement, long term sickness or even death	5	3	15	High	Clerk/RFO to take on additional duties in the interim, good relation with other Clerks in the area, possible to obtain help from others
Cemetery	Future Demand	5	1	5	Low	Adequate land available for at least 75/100 years in main cemetery
	Memorial Headstones (Safety)	5	5	25	Very High	Undertake immediate action to carry out safety tests on memorial headstones. Review Memorial Headstone erection policy
	Stability of Boundary Walls, Trees and Hedges	5	2	10	Medium	Undertake inspection of all boundary fencing, walls and ornamental trees for stability.
	Condition of seats	5	1	5	Low	Undertake inspection of all seats for safety reasons.
Document Security	Appropriateness of existing facilities	5	1	5	Low	Fire resistant cabinet located in Village Hall for hard copies Secure Cloud Storage in place for electronic copies
Financial Records	Inadequate Records	5	1	5	Low	Financial records updated monthly Community Council noted and minuted
Minutes	Accurate and Legal	5	1	5	Low	Reviewed, signed and dated at following meeting.
Health and Safety Risk Assessment	Failure to identify	5	1	5	Hi	Adequate procedures in place and fully documented

Disability Discrimination Issues	Failure to identify and implement adaptations	5	1	5	Low	Community Council continually monitors areas for improvements ongoing
Register of Members Interest, Gifts and Hospitality	Identification of interest and recording of gifts and hospitality	3	1	3	Low	Register of Interest file held by Community Council and implemented. Declaration of Office signed by all members and copies held by Community Council. Copies sent to the Commissioner for Local Administration in Wales.
Code of Conduct	Adoption of Code of Conduct	5	1	5	Low	Code of Conduct adopted by Council and implemented. Employee code of conduct implemented.
Welsh Language Policy	Preparation of and Implementation of Policy	5	1	5	Low	Policy in place and accepted by Welsh Language Board