Rhuddlan Town Council
Risk Assessment

Rhuddlan Town Council Risk Assessment

Reviewed Annually / Last Reviewed	08/05/2025
Current Review	14/05/2026

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
Loss or damage of physical assets, furniture, equipment owned by the Council.	Assets unable to be used. Expense of replacing assets.	H	M	An up-to-date register of assets. Adequate insurance of assets.	Additional assets notified to Insurance company.
The risk of damage to third party property or individuals because of the Council providing services or amenities to the public.	Risk of litigation should an individual or third-party property become injured or damaged.	H	L	An up-to-date register of assets. Public liability insurance. Quarterly Inspections of Play Areas.	Essential maintenance work to be carried out in play areas.

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Loss of cash through theft or dishonesty.	The Council may be unable to provide its services. Damage to reputation of the Council.	L	L	Monthly bank reconciliations to be carried out. Signed off by Mayor Insurance cover in place up to £250,000	Internal & External audit to be carried out annually.
Failure to manage the council's banking arrangements	Loss of income through being overdrawn and incurring charges.	L	L	Monthly Bank reconciliation to be carried out. The budget is monitored each month, and balances are transferred between the deposit account and current account when required.	Monthly Reconciliation and control of banking.
Failure to keep proper financial records in accordance with statutory requirements.	Qualification of accounts by external auditor.	L	L	Monthly invoices due are approved by Town Council.	Audit trail kept.

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Failure to ensure all business activities are within legal powers applicable to local councils.	Possible external auditor investigation / public interest report. This would result in increased fees and bad publicity for the Council.	H	L	All payments are authorised by the Council at Council meetings and payments are approved by three approved signatories.	Payments reviewed and authorized by Town Council each month.
Failure to ensure all requirements are met under employment law and Inland Revenue regulations.	Fines for not meeting requirements. Liability for unpaid tax.	H	L	Payroll records are maintained monthly. Employees have a contract for employment which is reviewed annually.	Complying with HMRC requirements.
Failure to meet Customs and Excise regulations.	Entitlement to reclaim of VAT.	L	L	VAT invoices are retained.	VAT to be analysed separately in the cash book. VAT returns are to be submitted annually.

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Failure to ensure the adequacy of the annual precept within sound budgeting arrangements.	The Council would not be able to meet its objectives due to lack of funds.	H	L	The Council set a budget annually in the annual budget meeting. Actual expenditure against budgeted expenditure is reported to Council.	This is carried out in the Precept Meeting in January
Loss of income from charity fund raising events due to being mixed with other council income.	The Charity Income distorts figures of the Town Council.	M	M		Separate bank account used
Excessive funds in reserves.	This may detract from future funding /grants	M	M	The Welsh audit office advises a reserve of 3 to 12 months of gross expenditure.	Reviewed at budget/precept setting meeting.
Failure to ensure the proper use of funds granted to local community bodies under specific powers or under s137.	Improper use of public funds.	H	L	Grants are considered and approved at a Town Council meeting. A copy of the most recent accounts is requested.	To consider grant applications on a regular basis rather than once annually.

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Failure to provide proper, timely and accurate reporting of council business in the minutes.	The Council could be open to challenge if they do not have an accurate record of any decisions taken.	M	H	Minutes are taken at each Council meeting by the assistant Clerk; these are properly numbered and are approved at the next Council meeting.	Minutes, once approved to be made available to the public by placing in the library and on the Town Council's website.
Failure to respond to electors wishing to exercise their rights of inspection.	An elector could complain if they are not able to exercise their right of inspection of accounts.	L	L	A notice is put up on Council notice boards notifying electors of their right to inspection of the accounts during the relevant inspection period.	This is done annually
Failure to keep adequate records.	Increased fee from the internal auditor or external auditor if there is a poor audit trail.	L	L	All documents are filed. There is an audit trail to support documentation.	This is monitored
Failure to keep an uptodate Register of members' interests and gifts and hospitality in place, complete, accurate and up to date.	Possible complaint by elector.	L	L	All members have adopted the code of conduct.	This is monitored