No.	Activity	Description of risk	Control Measures	By Whom	Rating
1	Public legal liability as a consequence of asset ownership	• Insufficient public liability insurance cover	• Annual review of insurance to ensure sufficient public liability cover including sufficient cover in the case of a claim for personal injury from use of village playing field, equipment or furniture.	• Council Members	High
2	Employer liability	• Changes in law or terms and conditions resulting in insufficient or inappropriate employer liability insurance cover. • Employee additional risk associated with ”working from home” • Adequate insurance cover for third party contractors	• Annual Review of Employers Insurance cover (including personal accident cover). • Annual review of employee working conditions	• Chair to review employee working arrangements	Medium

No.	Activity	Description of risk	Control Measures	By Whom	Rating
3	Physical Assets	• Insufficient protection of physical assets from loss or damage	• Annual review of insurance to check adequacy of cover	• Chair/RFO	High
			• Maintain register of assets	• Clerk	High
			• Ensure regular maintenance of assets	• Members	Medium
			• Annual check to confirm assets have been maintained to the agreed standard **-To be recorded in the minutes**	• External assessor	Low
			• Annual check of contractor's public liability insurance **-To be recorded in the minutes**	• Chair/RFO	High
			• Annual review of insurance provider to ensure robustness of provider **-To be recorded in the minutes**	• Chair/RFO	High
4	Risk management	• Failure to review risk on an annual basis	• Appointment of risk assessor from elected members at AGM or first meeting of the new financial year	• Members	High

No.	Activity	Description of risk	Control Measures	By Whom	Rating
5	Loss of cash through theft, dishonesty or error	• Mismanagement of financial accounts by Clerk	• Annual review of insurance to ensure adequate insurance cover in relation to funds held **-To be recorded in the minutes** • Check purchase of consumable items by examining receipts • Agree maximum consumable requirements with clerk • Bank statements to be provided at monthly meetings and endorsed by Chairman	• Chair/RFO • Chair/ Nominated member • Members • Chair/RFO	• High • Medium • Medium • Medium
6	Award of contracts and purchasing of capital equipment	• Poor quality of service from external contractors • Contravention of Equal Opportunities legislation	• Review of BCC Financial Regulations for i) Awarding contracts ii) Purchasing capital equipment **-To be recorded in the minutes** • Calculate annual cost of contractor's agreed programme of work and separate costs of additional jobs	• Clerk/RFO • Clerk/RFO	• Medium • Medium

No.	Activity	Description of risk	Control Measures	By Whom	Rating
7	Supplier/procurement fraud	• Failure to supply goods or services or the supply items/ service not of required quality	• Rigorous application of financial regulations during tendering. • Careful inspection of work during delivery of project. • Payment to be withheld till Council satisfied with work/items.	• Clerk/RFO • Chair/RFO • Clerk/RFO	• Medium • Medium • Medium
8	Legality of business activities	• Council may act outside of its legal powers	• Chairman and Clerk should monitor council activity at each meeting to ensure decisions comply with legal powers • Chairman and Clerk to familiarise themselves with legal powers of the council • On appointment of Chairman, a copy of the Standing Orders and Chairman's Code of Conduct should be available to the new incumbent and Office Appointment Notice signed	• Chair / Clerk • Chair / Clerk • Chair / Clerk • Members	• High • High • Medium • High

No.	Activity	Description of risk	Control Measures	By Whom	Rating
			• All official Council correspondence should be conducted via the Clerk. Individuals should not make representations to third parties in an official capacity unless authorised to do so by the Council • Members nominated by the Council are authorised to represent the Council's views at official meetings. Any Member attending an official meeting in a personal capacity should clarify that they do not represent council opinions	• Members	• High
9	Disaster recovery and business continuity risk	• Loss of records and inability to continue efficiently	• Work carried out by Clerk backed up onto an external hard drive weekly. This will be stored in a lockable fire proof cabinet. **To be recorded in Minutes**	• Clerk	• Medium

No.	Activity	Description of risk	Control Measures	By Whom	Rating
10	Compliance with employment law	• Contravention of employment law	• Ensure employment law is strictly followed when employing new staff	• Members	• Low
			• Ensure new staff are issued with contract of employment	• Members	• Low
			• Review contract of employment annually	• Members	• Low
11	Compliance with HMRC regulations	• Contravention of HMRC regulations	• Reclaim VAT annually, complying with regulations	• Clerk/RFO	• Medium
12	Compliance with Inland Revenue requirements	• Contravention of IR or NI requirements	• Use figures provided each month by external payroll company to ensure accurate calculation and timely payment of Tax and NI contributions	• Clerk/RFO	• Low
13	Funding of Council activities	• Annual precept not set within sound budgeting arrangements	• Chairman to ensure that precept is set at an adequate level to cover anticipated expenditure	• Chair/RFO	• High
14	Charitable arrangements under section 137	• Payment to charities may exceed sum specified under section 137	• Chairman to ensure payments to charities do not exceed specified sum.	• Chair/RFO	• Low

No.	Activity	Description of risk	Control Measures	By Whom	Rating
15	Reporting of Council business	• Incorrect reporting of Council business and/or lack of document control	• Agenda to include accuracy of Minutes	• Clerk	• Low
			• Chairman to sign and date minutes	• Chair	• Low
			• Minutes to be properly numbered and paginated	• Clerk	• Low
			• Master copy of minutes to be kept safely	• Clerk	• Low
			• Use of website	• Clerk	• Low
16	Monitoring Members interests Adherence to the Code of Conduct Monitoring and publishing Members name, contact details, office held or committee and ward represented. Council must publish electronically.	• Council Members could be accused of impropriety	• Members interests declared and recorded at each meeting to include declaration of gifts and hospitality received	• Clerk / Members	• High
			• Disclosure and Registration of interests form to be completed at the start of each financial year	• Clerk/Members	• High
			• Regular reference to the Code of Conduct	• Clerk	• High

No.	Activity	Description of risk	Control Measures	By Whom	Rating
17	Investment strategy	• Improper investment	• Review investment strategy if appropriate, annually to ensure optimum value for money in terms of rates of interest on investments held on deposit in a reputable bank **To be recorded in the Minutes**	• Members/RFO	• High
18	Threshold for Tenders	• Limit to be set in accordance with current Financial Regulations	• Review limit annually	• Members/RFO	• Medium
19	Freedom of Information Review	• Changes in Law	• Consider amendments and additions • Placed on website	• Members	• Medium
20	Revision of Financial Regulations	• Changes in Law	• Consider amendments and additions as appropriate **To be recorded in Minutes**	• RFO	• High

No.	Activity	Description of risk	Control Measures	By Whom	Rating
21	Financial Risk Management	• Failure to identify financial controls	• Annual review of Internal Controls **To be recorded in Minutes**	• Nominated assessor/RFO	High
22	Members Allowances	• Transparency and use of public funds	• All Member payments including travel and other expenses to be recorded, published and sent to Welsh Government's appointed body annually •	• Clerk/RFO	• Medium
23	Data Protection and GDPR	• Non-compliance with relevant legislation	• Appropriate privacy notices and DP/Information Policies and website policy adopted and put into place • Ensure all members and clerk sign to say what personal details they are happy to have published on website and in the newsletters	• Clerk • Clerk	• Medium • Medium
24	Access to information	• Availability to the general public of required information under the Welsh Government guidelines	• Published on the Council's official website	• Clerk	• Medium

No.	Activity	Description of risk	Control Measures	By Whom	Rating
25	Data Security	• Potential loss of financial, operational and regulatory data.	• Weekly back up of all data onto an external Hard Drive. • External hard drive to be stored in a lockable fire and water proof safe. • The Chair and Councillors must have access details for the hard drive.	• Clerk	• Medium