



Yscir Community Council Risk Assessment

Details	Frequency	Current	Comments/Actions
Insurance			
Public & Employers liability	Annual	£10,000,000	
Money & Fidelity guarantee	Annual	£50,000	
Property (see asset register)	Annual	£9,000	
Officials' indemnity	Annual	£500,000	
Libel & slander	Annual	£250,000	
Legal expenses	Annual	£250,000	
Property safety checks			
Fenni Fach notice board	Annual		}
Cradoc notice board	Annual		}
Battle horse trough	Annual		} Safety checks by Clerk
Cradoc horse trough	Annual		}
Aberbran seats	Annual		}
Epson Printer	Annual	written off	Now out of guarantee
Sony voice recorder	Annual	written off	Not insured
Aberbran defibrillator	Annual		Checked 2 monthly
Battle defibrillator	Annual		Checked 2 monthly
Financial matters			
Banking arrangements	Annual		2 councillors sign all chqs
Insurance	Annual		Done
Internal audit	Annual		Done
External audit	Annual		Done
Internal financial check	Each Meeting		Cash book reported to meeting
Clerk's salary review	Annual		Reviewed November mtg
Budget preparation	Annual		Done meeting 23.11.22
Precept assessment	Annual		Done meeting 23.11.22
Level of cash reserves			Adequate

Record keeping			
Minutes properly signed	On-going		Done
Asset register available	On-going		Done
Financial regs available	On-going		Reviewed in May 2023
Standing orders available	On-going		Reviewed in May 2023
Back up of computer files	Daily		Backed up monthly memory stick. Chairman has second memory stick
Members' responsibilities			
Code of Conduct adoption and register of interests	On-going		Adopted Nov '16 Cllrs review and register of interests updated May 2023
Register of gifts/hospitality	On-going		Done
Decl. of interests minuted	On-going		Done

Reviewed and approved 22nd March 2023