

Cyngor Cymuned Llangelynnin Community Council

Risk Assessment Register – 2024/25

Annual Risk Assessment Reviewed – 15.05.24

	Identify Risk	High/Med/Low Risk	Maintaining “low” risk
Precept	Set too low/high	Low	Regular review of budgetary control carried out
VAT	Incorrect VAT recorded/ Admin errors	Low	Use Gov.uk VAT 126 online Review and approve annually
Budget	Over-spend / Under spend	Low	Budgetary Control Reports reviewed quarterly
Clerk’s Wages & Expenses	Admin errors	Low	Use HMRC software
Play Park	Risk of Accidents to third party	Medium	Monthly checks and annual ROSPA inspection
Bus Shelters	Risk of Accidents to third party	Low	Checked every 3 months
Benches	Risk of Accidents to third party	Low	Checked every 3 months
Minutes	Admin errors	Low	Reviewed/approved and signed monthly
Code of Conduct	Unacceptable behaviour	Low	Code of Conduct adopted
Payments	Fraud	Low	Minimum of 3 signatures
Insurance Cover Asset Register Risk Assessment Register Standing Orders Financial Regulations			Reviewed Annually - May Reviewed Annually - May Reviewed Annually - May Reviewed Annually - July Reviewed Annually - July

Signed: Chair/Clerk *[Signature]* **Date:** 16/5/24: