

HOLYWELL TOWN COUNCIL / CYNGOR TREF TREFFYNNON - RISK MANAGEMENT

Item	Risk	Level	Control
Assets	Protection of Physical Assets	M	Land and buildings insured. Value increased annually by R.P.I.
	Security of building, equipment etc.	H	Alarm System. Annual Maintenance contract in place. Equipment insured.
	Maintenance of land, buildings etc.	H	Buildings currently maintained on an ad hoc basis. Checked visually throughout the year and particularly following extreme weather such as high winds. Lluesty woodland maintained on an adhoc basis. Ongoing building checks carried out. Minor office improvement works completed 2017/18.
Finance	Banking	M	Appropriate Bank Accounts held with HSBC. Reviewed by Audit Sub-Committee.
	Risk of consequential loss of income	M	Adequate Insurance cover in place. Reviews of the Council's investment strategy undertaken by Audit Sub-Committee.
	Loss of cash through theft or dishonesty	H	Town Clerk/R.F.O. controls all cash. Receipts issued. Internal Audit carried out.
	Financial controls and records	M	Quarterly reconciliation prepared by the Town Clerk/R.F.O., and reported to the Council / Finance Committee/ Audit Sub-Committee as appropriate. Two Councillors and Town Clerk/R.F.O. sign all cheques after independent scrutiny. Internal and External Audits carried out. Budget analysis reporting quarterly under RBS system.
	Comply with Customs and Excise Regulations.	H	Claim for VAT refund made and paid into the Council's Bank Account.
	Sound budgeting to underlie annual precept	M	Expenditure against budget reported to Council. Audit Sub-Committee established to monitor financial arrangements. Precept determined by Finance Committee to meet Flintshire County Council requirements.
	Complying with borrowing restrictions	L	No new borrowing to date.
General Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Checks carried out for Christmas Lights and floral displays (Wales in Bloom).
	Legal liability as consequence of asset ownership	H	Insurance in place for Council Offices, Pen-y-Maes Gardens Play Area and public events. Flintshire County Council maintenance staff checks play area and Insurer's engineer carry out the regular safety check of play equipment. Asset Register updating/review.
Employee Liability	Comply with Employment Law	M	Act on information received from various bodies.
	Comply with HMRC requirements	M	Regular advice from HMRC. Internal and External auditors carry out annual checks.
	Ensuring activities are within legal powers	H	Town Clerk clarifies legal position on any new proposal. Independent legal advice sought where necessary. Powers for payment of invoices indicated at each Council meeting.
	Proper and timely reporting via the Minutes	M	Council normally meets monthly and receives and approves minutes of meetings which are made available to press and public.
	Proper document control	M	Leases and legal documents held in Town Clerk's office.
Councillor Propriety	Registration of Interests and gifts and hospitality in place	H	Declarations of Interest item on all agendas. Register of Interests held by Town Clerk from May, 2015 - Members' declared interests/gifts and hospitality etc published accordingly.
General	Business Continuity/Disaster Recovery	H	Council information on website and off-site secure server; data on office PCs backed up daily to off-site secure server; signed hard copy of minutes routinely bound and archived at Flintshire County Archives; fireproof storage of key information arranged on site in secure metal cabinet*. Loss of damage to office accommodation, loss of staff - initially, home working/rented premises/locum staff.

Dated: 9th December 2017, subject to review by the Council's Audit Sub-Committee.