

Cyngor Cymuned Brynchrug Community Council

Risk Assessment Register

	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/Violation of the law	Low	Use HMRC software
Payments	Fraud	Low	Minimum of 2 signatures for cheques and dual authorisation for online banking
Bus Shelters	Risk of Accidents to third party	Medium	Checked every 3 months
Benches	Risk of Accidents to third party	Low	Checked every 3 months
Minutes/Records	Admin errors/unclear	Low	Reviewed/approved and signed monthly
Code of Conduct	Unacceptable behaviour	Low	Code of Conduct adopted
Public Footpaths	Risk of Accident	Low	Checked regularly and any issues reported
Insurance Cover Asset Register Risk Assessment Register Standing Orders Financial Regulations			Reviewed Annually Reviewed Annually Reviewed Annually Reviewed Annually Reviewed Annually

Reviewed and Adopted 21st September 2026. Next review September 2027