

# Cyngor Cymuned Brynchrug Community Council

## Risk Assessment Register – 2023/24

	<b>Identify Risk</b>	<b>High/Med/Low Risk</b>	<b>Maintaining “low” risk</b>
<b>Precept</b>	Set too low/high	<b>Low</b>	Regular review of budgetary control carried out
<b>VAT</b>	Incorrect VAT recorded/ Admin errors	<b>Low</b>	Use Gov.uk VAT 126 online Review and approve annually
<b>Budget</b>	Over-spend / Under spend	<b>Low</b>	Budgetary Control Reports reviewed quarterly
<b>Clerk’s Wages &amp; Expenses</b>	Admin errors/Violation of the law	<b>Low</b>	Use HMRC software
<b>Play Park</b>	Risk of Accidents to third party	<b>Medium</b>	Monthly checks and annual ROSPA inspection
<b>Bus Shelters</b>	Risk of Accidents to third party	<b>Medium</b>	Checked every 3 months
<b>Benches</b>	Risk of Accidents to third party	<b>Low</b>	Checked every 3 months
<b>Minutes/Records</b>	Admin errors/unclear	<b>Low</b>	Reviewed/approved and signed monthly
<b>Code of Conduct</b>	Unacceptable behaviour	<b>Low</b>	Code of Conduct adopted
<b>Payments</b>	Fraud	<b>Low</b>	Minimum of 2 signatures
<b>Public Footpaths</b>	Risk of Accident	<b>Low</b>	Checked regularly and any issues reported
<b>Insurance Cover Asset Register Risk Assessment Register Standing Orders Financial Regulations</b>			<b>Reviewed Annually Reviewed Annually Reviewed Annually Reviewed Annually Reviewed Annually</b>

**Signed:** Chair/Clerk ..... **Date:** 15/07/2024

**Reviewed Annually.**

Next Review July 2025