

Risk Assessment Form

Dyffryn & Talybont Community Council 2020/21

	Type of People & number affected	With CURRENT CONTROL in place					RISK LEVEL L; M; or H.	Current Control Measures in place	Further Control Measures required	Person Responsible to implement further measures required And Date to implement	Date to review: Assessments are annual review unless the task changes/alters
		L	M	H	L	M	H				
Financial control procedures in place	All Council	L						Implementation of documents. Financial Regulations One Voice Wales adopted December 2008	Monitor Minuted	Community Council	6 months time
Council procedures in place to include Code of Conduct, update of legislation, planning issues and Standing Orders	All Council	M						Training Courses to be attended by all Councillors.	Monitor	Chairman	Yearly
Business plan in place	All Council	L	L					9 th year business plan in place some adjustments needed	Monitored monthly report to Council	Community Council	Monthly and yearly
Council expenses	All Council	L						All Councillors expenses paid on request only and receipts	Monitor on business plan	Community Council	Monitor monthly

Clerk's salary and costs	All Council	L	Monthly day to day cost book with all costs and receipts signed by Chairman monthly	Monitor reasonable costs	Chairman and Council	Monthly and yearly
Contracts	All Council	L	3 quotes where possible but not always possible	Better specification to being work done	Community Council	Yearly
Precept determination	All Council	L	Business plan in place to give more accurate details	More support justification needed to back up spend	Community Council	Yearly
Insurance	All Council	L	Better auditing of Council assets	Re-look at real value of Council assets	Chairman and sub-committee	3 monthly and yearly
Cemetery	All Council	L	Inspect the cemetery regular	Inspect at regular intervals	Community Council	Every month
Public Seats	All Council	L	Inspect all the seats individually	Report back to Full Council after every inspection	Sub-Committee	Every month

Play Park	All Council	M	Inspect the equipment in the play park on a regular basis and carry out a full safety inspection by a specialist each year.	Inspect at regular intervals	Community Council	Every Month
Bus Shelters	All Council	L	Inspect the bus shelters for damage	Inspect at regular intervals	Community Council	Every 3 months
Football Field	All Council	L	Inspect the equipment on a regular basis and carry out a full safety inspection each year.	Inspect at regular intervals	Community Council	Every Month