

# Risk Assessment Form

## Dyffryn & Talybont Community Council 2023/24

|                                                                                                                    | Type of People & number affected | With CURRENT CONTROL in place |   |   |   |   |   | RISK LEVEL<br>L;<br>M; or<br>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                             |   |   |   |   |   | L                               | Implementation of documents.<br>Financial Regulations One Voice Wales adopted in 2020 | Monitor<br><br>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 |   |   |   |   | M                               | Training Courses to be attended by all Councillors.                                   | Monitor                             | Chairman                                                                        | Yearly                                                                       |
| Business plan in place                                                                                             | All Council                      | L                             | L |   |   |   |   | L                               | business plan in place some adjustments needed                                        | Monitored monthly report to Council | Community Council                                                               | Monthly and yearly                                                           |
| Council expenses                                                                                                   | All Council                      | L                             |   |   |   |   |   | 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    |