

Risca Town Council

Risk Management and Asset List for 2023 AGM

Clerk's Report – for AGM on 15 May 2023

Reviewed for Adoption in 2023 on 15/05/2023

| Risk Management | Score | Score | Score | Score | Score | |
|--|-------------------------------------|-------------------------------------|--------------|--------------|--------------|--|
| Description | 1 | 2 | 3 | 4 | 5 | Further Action Required (to minimise risk) |
| Physical Assets <ul style="list-style-type: none"> An asset register is maintained All assets are covered by insurance | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | | Asset register to be reviewed annually |
| Information Systems / Office Equipment <ul style="list-style-type: none"> An annual fee has been undertaken with Syntech Services to buy MSOffice365 and TEAMS and to secure their support and IT Maintenance In the event of equipment mal functioning back up is provided by Syntech Services In the event of PC damage or loss two, separate hard drives as 'back up' is provided for with the Clerk and one is located in the Library office GDPR Act 25 May 2018 | <input checked="" type="checkbox"/> | | | | | The provisions of the Act to be fully supported as best practice via a new policy and a privacy notice publicised on website |
| Financial Control <ul style="list-style-type: none"> Financial Regulations have been approved The Financial position of the Council including a bank reconciliation is reported to every meeting of the Council together with a listing of all expenditure and income since the last meeting A CIPFA qualified Accountant has been appointed for Internal audits All cheques require 3 signatories | <input checked="" type="checkbox"/> | | | | | Financial Regulations to be reviewed annually. To be appointed annually |

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| <p>Service Provision</p> <ul style="list-style-type: none"> • The Council does carry out direct service provision for Christmas Festive Lighting and Summer Flower Baskets • The Council uses the services of the Caerphilly County Borough Council, using the Senior Committee Officer as liaison officer for contact with other professional services. • The Council is a member of One Voice Wales and uses these extensively for professional advice and guidance | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | | |
| <p>Business Continuity The Clerk is the only employee of the Council. (If the Clerk were unable to attend work for a significant period there would be difficulties in carrying out the business of the Council.)</p> | | | <input checked="" type="checkbox"/> | | | <p>In the clerk's absence it has been resolved that the Council will seek clerking assistance from the other members of the Caerphilly Town and Community Council Liaison Committee to undertake the administrative role of the clerk and the financial role. Procedure documents, instructions and templates will be forwarded to the members.</p> |

| Probability | Score |
|--|--------------|
| Unlikely to occur | 1 |
| Lower than average chance of occurrence in most circumstances | 2 |
| Even chance of occurrence | 3 |
| Higher than average chance of occurrence in most circumstances | 4 |
| Expected to occur in most circumstances | 5 |

| Asset No. | Item description | Date acquired | Location | Actual cost |
|-----------|--|---------------|--|-------------|
| 1 | Banner for Bands in the Park | 9/07/2013 | Stored in Library | 35.00 |
| 2 | Office cabinet | 2/08/2013 | Stored in Library | 273.56 |
| 3 | Large Notice Board | 3/09/2014 | Fixed in Tredegar Park | 2224.80 |
| 4 | Laptop PC | 19/12/2014 | No longer serviceable - no value, to be tipped | 0.00 |
| 5 | 2 x pc pen drives | 8/06/2015 | For use by Clerk | 11.00 |
| 6 | 3 x small Notice Boards | 23/06/2015 | Fixed on street | 1640.11 |
| 7 | Acquisition from CCBC of 23 festive lighting units dated c. 2003 | Nov 2015 | No longer serviceable – no value, to be tipped | unknown |
| 8 | Purchase of two LED festive lighting units | Nov 2015 | No longer serviceable – no value, to be tipped | 0 |
| 9 | Teardrop flag | July 2016 | Stored in Library | 99.00 |
| 10 | PC separate hard drive 'back up' | Sep 2016 | Stored in Clerk's home address | 45.00 |
| 11 | Steel base for Teardrop flag | July 2016 | Item lost at 2018 Summer Fayre | 0 |
| 12 | 14 Hanging baskets and strapping | July 2016 | Stored with contractor Greenleif | 892 |
| 13 | Additional Hanging baskets and strapping | July 2017 | Stored with contractor Greenleif | 951.04 |
| 14 | 2 nd Teardrop flag | July 2017 | Stored in Library | 95 |

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|----|---|-------------------|---|---------|
| 15 | Small notice board for the community | July 2018 | fitted to the Well Chemist shop wall | 174 |
| 16 | Tea Urn water boiler use at Fairs | June 2019 | Stored in a lock up garage with Cllr Stephens | 60.88 |
| 17 | Town flag | Jan 2020 | Stored in Library | 90 |
| 18 | 2 nd portable hard drive | Jan 2020 | Stored at Library | 38.95 |
| 19 | Second Town Flag | Nov 2020 | Stored with Risca RBL | 90 |
| 20 | 4-Tier Planters | Feb 2021 | In sit | 700 |
| 21 | (Second hand) large Christmas Festive lantern 6 m x 2 m | Nov 2021 | Stored with the contractor Greeneif | 500 |
| 22 | New laptop for Clerk | Dec 2021 | For use by Clerk. Original 2014 laptop wiped as redundant by CCBC | 786.59 |
| 23 | 2nd tea urn 2022 For use at Queen's Jubilee summer fair | June 2022. | Stored with Cllr Stephens lock up | 73.99 |
| 24 | New Festive lanterns (to replace all 20 year old plus lanterns) | Feb to April 2023 | Stored with the contractor Greenleif | 14,818 |
| | | | | |
| | | | Current Total Value | £23,598 |