

Risca Town Council

Risk Management and Asset List for 2024 AGM

Clerk's Report – for AGM on 13 May 2024

Reviewed for Adoption in 2024 on 13/05/2024

Risk Management	Score	Score	Score	Score	Score	
------------------------	--------------	--------------	--------------	--------------	--------------	--

Service Provision <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"/>				
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.)			<input checked="" type="checkbox"/>			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.

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

Risca Town Council - Clerk's Report – 13 May 2024
Asset Management List for 2024 AGM

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

Reviewed for Adoption in 2024 on 13/05/2024

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 x 2	Feb 2021	In situ in the Town	700
21	(Second hand) large Christmas Festive lantern 6 m x 2 m	Nov 2021	Stored with the contractor Greenleif	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 by the contractor Greenleif at D&E Storage, Risca	14,818
			Current Total Value	£23,598