

Risca Town Council

Risk Management and Asset List for 11 May 2026 AGM

Clerk's Report – for AGM on 11 May 2026

Reviewed for Adoption in 2026 on 11/05/2026

Risk Management	Scores					
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 	☑	☑				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 security, support and IT Maintenance • In the event of equipment malfunctioning back up is provided by Syntech Services • In the event of PC damage or loss two, separate hard drives as 'back up' are provided for with the Clerk and one is located in the Library office • GDPR Act 25 May 2018 	☑					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 are considered and approved at each AGM • 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 and online bank payments/transfers require the Clerk and either one of two Members to authorise online 	☑					Financial Regulations to be reviewed annually To be appointed annually

<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/Planters • 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. Policy documents are available on the Council's website and procedure 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

Risca Town Council - Clerk's Report – 11 May 2026
Asset Management List for 2026 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	No longer serviceable - no value and tipped	0
4	Laptop PC	19/12/2014	No longer serviceable - no value and 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		unknown
8	Purchase of two LED festive lighting units	Nov 2015	No longer serviceable – no value and tipped	0
9	Teardrop flag	July 2016	Stored in Library	99.00
10	PC separate hard drive 'back up'	Sep 2016	No longer serviceable – no value and tipped	0
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

15	Small notice board for the community	July 2018	fitted to the Well Chemist shop wall	0
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	No longer serviceable – no value and tipped	0
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 Council's contractor Greenleif	14818
25	New Notice board for Tredegar Park, Rsca	2023	Erected in Feb 2024	1638
26	New Large Festive lantern for Tredegar Park	2024	Stored by the Council's contractor Greenleif	3745
27	6 additional new Festive lanterns	2024	Stored by the Council's contractor Greenleif	5762
28	Additional festive lanterns	2024	Stored by the Council's contractor Greenleif	1700
28	New Large Festive lantern for use in Tredegar Park	2024	Stored by the Council's contractor Greenleif	3745

29				
			Current Total Value	£37,385