

Cyngor Cymuned Llandrillo Community Council

Risk Assessment & Management Procedures

1. INTRODUCTION

This document identifies and summarises the risk areas for which Llandrillo Community Council (LCC) is responsible, gives details of the insurance cover and discusses reasons for whether action is required. For the full Risk Schedule, please see Appendix 2.

The Risk Assessment to be reviewed quarterly in line with the quarterly accounts as follows.

Quarter	Month	Review
Q1	April – June	August
Q2	July – September	November
Q3	October – December	February
Q4	January – March	April

2. INSURANCE

Insurer and Policy No: LCO00805

The Policy covers:

- Mandatory items
- Employer's Liability (£10million)
- Public Liability (£10million)
- Money Non-negotiable £250,000. Negotiable and any other loss £1000
- Fidelity Guarantee (£150,000)

Other items:

- Playground equipment
- Personal Accident – covers councillors, employees and volunteers
- Legal expenses

3. Management Policies

LCC holds a single insurance policy that to manage its assets and to cover security, finance and employment practices. The insurance policy must be reviewed and adopted annually.

4. Old School Playing Field

LCC are the owners and responsible for the management of the playing field on behalf of the community who purchased the land from Denbighshire County Council. This includes the general maintenance including grass and hedge cutting.

5. Playground Equipment

Insurance figures under this heading are reviewed annually by the Clerk. In addition to the cover provided, all equipment is subject to:

- Monthly inspections by Volunteers.
- Annual inspection by John Hicks Associate.

6. Notice Boards, Bus Shelter

LCC owns two notice boards and one bus shelter and they are inspected monthly and any matters requiring attention are brought to the next full council meeting.

7. War Memorial

The condition of the memorial is visually checked by the LCC annually, and by a stonemason every 3 years. Next check due 2024/25

8. Llandrillo Cemetery and Burial Ground

The following procedures are carried out on a regular basis by the LCC:

- Monthly visual check by walking through the burial ground
- Annual hands-on check of all memorial stones in August
- Records of the annual check are retained by the Clerc
- Grass cutting is undertaken by contractor chosen by the PLCC and a copy of their public liability insurance is held with the Parish Clerc.

See separate Cemetery Regulations Policy.

9. Trees

The LCC has responsibility to ensure that trees on LCC property or in the churchyard are in a safe condition. Particularly in areas where the public may walk and sit beneath. LCC appoints an arboriculturist to assess the trees and any identified risks.

LCC reviews all identified risks classified as low medium and high and takes a decision on the works required. The Clerc retains records of the safety checks.

10. Annual Risk Assessments and Contractors

The Clerc conducts annual risk assessments; these are stored separately from this document. The Clerc to ensure that all contractors have carried out a risk assessment and have public liability insurance. See table at Appendix 3.

11. Computer Files

The LCC has one laptop computer; it is protected with **Webroot Secure Anywhere** for anti-virus protection. The Clerc conducts a monthly manual backup of "My Documents" to a separate hard disk and a USB flash-drive which is held securely by the Chair.

12. Money

Money is a mandatory item on the insurance schedule. However, the LCC do not operate a petty cash system and no cash is held on behalf of the parish on a regular basis. Any monies received are banked promptly.

All cheques must be signed by two members of the LCC as per the **Local Government Act 1972, Section 150 (5)**. The members signing must be recognised by the LCC bank as registered signatories. The cheque signatories are also vigilant as to the payee on each cheque to detect and prevent any possible fraud.

13. Clerc's Home

The Clerc works from home and takes measures to ensure all laptop plugs and wires are kept out of walking routes. All office equipment is stored within the clerc premises.

14. Payroll

The monthly payroll for the Clerc is processed by the Clerc. The Clerc is paid by cheque on the second Monday of the calendar month. The cheque is ratified by **Full Council** at the meeting held on the second Monday of the month. Expenses and overtime are agreed by Full Council prior to payment through the monthly payroll. **All timesheets are circulated to Full Council. This should be reviewed and a payroll service considered.**

15. Y Ganolfan Llandrillo

LCC has a secure locked cupboard within Y Ganolfan which contains documentation from Ysgol Llandrillo. The cupboard is locked with the key being retained by xxxxx with the contents inspected annually at the end March by the Chair.

16. Broadband

LCC has no responsibility for the provision or maintenance of a broadband connection.

17. Y Wern Common Land

LCC are the responsible for the management of Y Wern Common Land and to ensure that there is no encroachment or fencing preventing access. Any issues affecting Y Wern should be raised at the next scheduled LCC meeting.

18. Financial Internal Control Procedures

In addition to the controls in the Financial Regulations LCC also has in place the following

Monthly:

- The Clerk shall submit all spending for the month on a schedule to be approved by council.
- The Clerk shall provide a monthly bank reconciliation
- All cheques and counterfoils for payments are to be signed by 2 Councillors. The Clerk is not a signatory.
- The Clerk shall present to the LCC monthly management accounts budget.

Quarterly:

- A Councillor will check the accounts to ensure all procedures are being followed, using the checklist provided by GAPTC (see Appendix 1).

Yearly:

- In November the Clerk shall present a budget forecast and ask for expenditure on projects for the coming year.
- In December/January the precept will be set.
- In April the Clerk will prepare the accounts for examination by an internal auditor who is independent of the council. The purpose of the internal audit is to review whether the system of financial controls is effective.
- In April/May all relevant paperwork and administration will be completed, in accordance with the external auditor's requirements.
- The councillors will approve the accounts and sign all relevant paperwork at the council meeting which will be minuted.

19. Business Continuity Plan

This section covers the process to follow should the Clerk be:

- Absent from monthly full council meeting
- Unavailable long-term

1. Clerk failing to attend council meeting.

Wherever possible, the Clerk will have arranged temporary cover. Xxxxxxxx has agreed to provide holiday cover and should be contacted in an emergency. The clerk will inform the Chairman/Vice-Chairman of absence as soon as possible. If the clerk has failed to arrive within 10 minutes of meeting start time and no contact has been

made, the meeting should continue, and one of the councillors will note the minutes of the meeting.

Wherever possible, the Clerc will have circulated the meeting papers prior to the meeting. These include:

- Agenda
- Previous meeting minutes
- Schedule of payments for approval
- Finance reports
- Record of post received.

After the meeting, LCC will forward the minutes to the Clerc for completion and distribution, or invoke Procedure (2) below.

2. Clerc unavailable long-term

In the event the Clerc is unavailable longer-term (more than 1 week), the Chairman/Vice- Chairman will contact xxxxxxxx to discuss the situation.