

**FORMAL RISK ASSESSMENT
FOR THE YEAR
2022 – 2023**

**ADOPTED BY RESOLUTION OF
NERCWYS COMMUNITY COUNCIL**

SEPTEMBER 2022

SIGNED.....

CHAIR

SIGNED.....

CLERK

MINUTE REFERENCE.....

Nercwys Community Council - Cyngor Cymuned Nercwys

Formal Risk Assessment

The Internal Auditors have recommended that a formal risk assessment should be carried out annually by the Council and should be recorded in the Minutes, with the assessment.

The risk assessment should:

- Identify the key risks that the council is facing.
- Evaluate the consequences of an identified risk taking place.
- Decide upon the appropriate action that the Council should take to reduce or control the risk.

The latter is addressed partly by review of insurance, including fidelity, public liability and property. Furthermore, a report should be prepared for this Council to meet the requirements of these recommendations.

The council has nine councillors and employs one member of staff, the Clerk/RFO.

The council owns a small number of assets, such as streetlights, public seats, notice boards and plaques. The council does not own any buildings.

As the Council has no trading activities, the risk of consequential loss of income or the need to provide essential services does not apply.

The council owns a small amount of play equipment, which is located on the playground on Ffordd Y Pentre and on the village green.

Council has annual insurance with AVIVA (Came & Company Parish Council Insurance).

Council has two bank accounts with the Natwest branch in Mold: a current and reserve account.

The financial records are subject to both an independent internal and external audit. The council has no other investments.

The Council have adopted a Code of Conduct under the Local Government Act 2000 and signed the appropriate declaration within the statutory timetable.

Members have been issued with Declaration of Interest forms received from the Monitoring Officer of Flintshire County Council in relation to gifts and hospitality received. At each council meeting, the Clerk has available forms to declare personal interests in relation to items under consideration, which are then forwarded on to the Monitoring Officer for Flintshire County Council.

The Council does not provide services under agency or partnership agreements: there is no borrowing or lending in relation to banking arrangements. No ad-hoc provision of amenities/facilities for events of local community groups. No markets management, vehicle or equipment lease or hire, or trading units.

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In relation to professional services, there is only the appointment of Internal Auditors as a consequence on the internal audit regime.

In relation to internal controls, the Council does have Standing Orders, which are the model prepared by the National Association of Local Councils.

Electors and press are free to attend any Council meeting. The first ten minutes of every meeting, apart from the budget setting one, are solely open for public discussion. Draft minutes are posted on the notice boards in the village and on the Nercwys.net website. The public is also afforded the right of inspecting the accounts and associated paperwork in accordance with statutory requirements at the time of external audit.

In relation to the procedure for awarding contracts, three quotations will be obtained for contracts and purchases over the de-minimise value of £5,000.00.

Consultations, whether statutory or optional from other organisations e.g. National Assembly of Wales, Flintshire County Council and One Voice Wales are reported to the Council to enable consideration of a response by the notified timetable.

The clerk is responsible for the receipt of any correspondence, arranging circulation to the Council or specific members of the Council, as appropriate. This is to be done as soon as practicable, responding to the issues raised on behalf of the Council and ensuring that the enquiry and response are placed in the appropriate file for future record purposes.

All requests for comments or consultation are reported to the Council, this is to determine a response, or to the Chair or Vice-Chair in the event of a response being required before an available council meeting and reported to the subsequent Council meeting.

Any letters or telephone calls received by the Clerk from the public are responded to in a timely manner. If the matter needs to be reported to the Council for a decision, then a full response will be given within seven working days of that meeting.

Disaster recovery and business continuity arising from the death of the clerk must be addressed. Files and papers are regularly sorted for usefulness and anything outdated or obsolete is destroyed. All files held by the clerk are held on a specified computer and backed up regularly on the hard drive. The same files are also held on a designated USB at the clerk's office which is notified to the Chair of the council on appointment. Paper files over 5 years old are archived and deposited at Hawarden Records Office. All other paper copies of council business are kept in secure water tight boxes in a locked metal cupboard at the clerk's home address. An inventory of these is held securely in the clerk's office along with the USB and archives receipt. The possibility of cloud storage is being considered. The clerk's next of kin with contact details is made known to all councillors.