



## CAMELFORD TOWN COUNCIL

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### Risk Assessment and Management 2024

Adopted 17<sup>th</sup> January 2024

Each Council should have in place a system to help it to manage risk. This system will be simple for the smallest parishes and more complex for larger parish and town councils. A council's internal auditor may use this risk management system to help to identify what tests to carry out as part of the audit.

Risk management is important. The failure to manage risks effectively can be expensive in financial terms and also in terms of service delivery. Most clerks will already be assessing and managing risks in some way or other but there may be room to improve and document existing practices.

Members are ultimately responsible for risk management because risks threaten a council's ability to achieve its objectives. The clerk should therefore ensure that members should:

- Identify the key risks facing the council
- Evaluate the potential to the council of one of these risks taking place; and
- Agree measures to avoid reduce or control the risk or its consequence.

<b>Area</b>	<b>Risk</b>	<b>Risk Level H/M/L</b>	<b>Potential Impact H/M/L</b>	<b>Management/Control of risk</b>	<b>Review/Action required</b>
<b>Assets</b>	Protection of physical assets including Enfield Park, Churchfield Car Park, Cemetery, Allotment	M	H	Insured. Value increased as necessary. Asset register Review risk assessments annually. Periodic inspections. Action any defects asap after notification	Maintain existing procedures.
	Security and maintenance of buildings, equipment etc Hazards to service users, public and staff	M	M	Locked doors at entrance of buildings—keys are held by the Town Clerk, Deputy and Maintenance manager with spare copies held in the key safe and one copy of Town Hall keys held by the Mayor. Fire Procedures, appliances/equipment checking. Produce risk assessments Ensure contractors have correct cover/certificates CCTV as necessary	Maintain existing procedures.  Review risk assessments annually. Action any defects asap after notification
	Wear and tear of play equipment and Skatepark. Hazards to service users	M	M	Play equipment currently maintained on an ad hoc basis following daily and monthly checks. An annual RoSPA inspection.	Action any defects asap after notification. Request maintenance schedule from Freestyle
<b>Finance</b>	Banking (errors or irregularities)	L	L	Adherence to adopted financial regulations – reviewed annually Bulk of investment is held in CCLA and NS&I account. Two accounts with Barclays Bank plc: Current and High Interest accounts. Internal controls, internal and external audit	Maintain existing procedures
	Risk of loss of income - precept	L	M	Ensure adequate reserves. Review insurance annually	Maintain existing procedures

	Loss of cash through theft or dishonesty	L	L	Adherence to adopted financial regulations – reviewed annually. Review insurance	Maintain existing procedures.
	Financial controls and records	L	L	Adherence to adopted financial regulations – review annually Internal controls, internal and external audit	Maintain existing procedures.
	Compliance with VAT Regulations, PAYE & NI	L	H	Comply with HMRC regulations. Quarterly returns to be made. Internal controls	Maintain existing procedures.
	Budget preparation and cash-flow (inadequate)	L	M	Sound budgeting to underlie annual Precept. Council receives detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to the Council quarterly.	Maintain existing procedures.
<b>Liability</b>	Risk to third party, property or individuals	M	M	Public Liability Insurance in place to £10m. Risk assessments for all open spaces and individual events – checks undertaken as required Review insurance cover and risk assessments annually	Action any defects asap after notification
	Compliance with Law (Employment, transparency, FoI etc.)	M	M	Membership of various national and regional bodies including Employees Organisation, i.e. NALC & SLCC. Employer Liability Insurance in place. Internal Audit	Maintain existing procedures.
	Safety of Staff and visitors	M	H	Landlord has ultimate responsibility by virtue that Camelford Town Council is a tenant in the building. Lone working arrangements in place. Radon Monitoring. Risk assessments	Maintain existing procedures.

	Ensuring activities are within legal powers	M	H	Town Clerk clarifies legal position on any new proposal. Training for Clerk & Councillors as required	Legal advice to be sought where necessary.
<b>Administration</b>	Incomplete register of interests (Councillor)	M	L	Regular reminder to members. Code of conduct training compulsory for members	Maintain existing procedures.
	Business Continuity / Loss of Council records	L	H	Back up files on cloud 3 times per day, passwords being held off-site, procedure manuals for Council administration.  Documents available via the Council website.	Review procedure and policies annually or each administration
	Long-term adverse impacts from poor decision-making or poor implementation. Reputational damage and loss of confidence	L	M	Adherence to adopted Standing Orders – reviewed annually  Holding correct meetings / consultation. Code of conduct  Pursue Councillor and staff training when available.	Maintain existing procedures.
	Loss of Qualified Clerk	L	H	Impact on General Power of Competence – unable to run certain services.	Deputy Clerk has CiLCA  Senior Librarian has iLCA

## ANNUAL REVIEW

<b>Business Activity</b>	<b>Frequency of Review</b>	<b>Responsibility</b>	<b>Comments</b>	<b>Date Last Reviewed</b>
Insurance	Annually	Clerk		May 2023
Assets inspection	Annually	Clerk		March 2023
Update asset register	Annually	Clerk		November 2023
Banking arrangements	Annually	Clerk		October 2023
Insurance providers	Annually	Clerk		May 2023
Budget agreed	Annually	Council		December 2023
Precept agreed	Annually	Council		December 2023
Budget monitored	3 monthly	Council		October 2023
Bank reconciliation	Monthly	Council		December 2023
Review of Financial Regulations	Annually	Council		May 2023
Review of financial risk register	Annually	Council		January 2024
Members register of interests	Annually	Clerk		May 2023
Transparency Code, Freedom of Information, Data Protection, GDPR	Annually	Clerk		June 2023

<b>Business Activity</b>	<b>Frequency of Review</b>	<b>Responsibility</b>	<b>Comments</b>	<b>Date Last Reviewed</b>
Staff appraisals, including pay, contracts	Annually	Staffing Committee		September 2023
Internal Audit	Bi-Annually	Internal Auditor		October 2023
External Audit	Annually	Clerk		September 2023
Minutes properly produced and published	Monthly	Clerk		Monthly
Standing Orders Reviewed	Annually	Council		May 2023
Back-ups taken of all computer records	3 times daily (Cloudy IT)	Clerk		March 2023
Review back-up process	Annually	Clerk	Need a hard copy on site	January 2024
Check passwords and key access	Annually	Mayor		May 2023

The information given above is to be reviewed annually in November and agreed upon at an Ordinary Council Meeting of the Camelford Town Council directly thereafter as being a correct record.