

# LLANIDLOES TOWN COUNCIL

## RISK ASSESSMENT

Adopted: 23 March 2026 - Review - March 2027.

<b>Table 1</b> <b>Area where there may be scope to use insurance to help manage risk</b>	
<p><b>Risk Identification</b></p> <p>Insurance cover for risk is the most common approach to certain types of inherent risks: The protection of physical assets owned by the council — buildings, furniture, equipment, etc. (loss or damage)</p> <p>The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public (public liability)</p> <p>The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (fidelity guarantee)</p> <p>Legal liability as a consequence of asset ownership (public liability)</p>	<p><b>Council's response</b></p> <p>Yes — Insurance cover held with Hiscox, through Gallaghers, specialist Local Authority cover.</p> <p>Insurance cover held.</p> <p>Insurance cover held.</p> <p>Insurance cover held.</p>
<p><b>Internal controls</b></p> <p>A council's internal controls may include:</p> <p>An up-to-date register of assets and investments</p> <p>Regular maintenance arrangements for physical assets</p> <p>Annual review of risk and adequacy of cover</p> <p>Ensuring the robustness of insurance providers</p>	<p><b>Council's response</b></p> <p>Held within Scribe accountancy package. Updated as and when.</p> <p>Monthly safety check undertaken by Town Clerk. Work carried out without delay.</p> <p>Checked</p> <p>Hiscox are FSA and PRA regulated. Well known in sector.</p>
<p><b>Internal audit assurance</b></p> <p>Internal audit testing may include:</p> <p>Review of internal controls in place and their documentation</p> <p>Review of management arrangements regarding insurance cover</p> <p>Testing of specific internal controls and reporting findings to management</p>	<p><b>Council's response</b></p> <p>Checked by the clerk.</p> <p>Undertaken annually.</p> <p>Risk assessments will be carried out for any work done by volunteers. Insurance from contractors is checked.</p>
<p><b>Table 2</b>  <b>Areas where there may be scope to work with others to help manage risk</b></p>	

<p><b>Risk Identification</b> The limited nature of internal resources in most local councils means that councils wishing to provide services often buy them in from specialist external bodies, e.g.</p>	
<p><b>Maintenance for vulnerable buildings, amenities or equipment</b></p> <p>The provision of services being carried out under agency/partnership agreements with principal authorities</p> <p>Banking arrangements, including borrowing or lending</p> <p>Ad hoc provision of amenities/facilities for events to local community groups Markets management</p> <p>Vehicle or equipment lease or hire</p> <p>Trading units (leisure centres, playing fields, burial grounds, etc.)</p> <p>Professional services (planning, architects, accountancy , design etc.</p>	<p>RoSPA inspections undertaken annually for pla parks.</p> <p>None at present.</p> <p>Online banking fully utilized. CCLA (PSDF) used for General Reserves to spread risk.</p> <p>Lease from Powys County Council in place re Charter Market. Market is now Committee reporting to Town Council.</p> <p>Cemetery now under Town Council control following dissolution of Committee in 2024. Used as required.</p>
<p><b>Internal controls</b></p> <p>A council's internal controls may include: Standing orders and financial regulations dealing with the award of contracts for services or the purchase of capital equipment</p> <p>Regular reporting on performance by suppliers, providers, contractors</p> <p>Annual review of contracts</p> <p>Clear statements of management responsibility for each service. Regular scrutiny of performance against targets. Adoption of and adherence to codes of practice for procurement and investment</p> <p>Arrangements to detect and deter fraud and/or corruption</p> <p>Regular bank reconciliations, independently reviewed</p>	<p>Standing Orders updated in 2024, Financial Regulations updated in 2025.</p> <p>N/A</p> <p>Undertaken by Town Clerk as required.</p> <p>By the clerk only</p> <p>Produced monthly and provided to Council meetings for approval. Independently reviewed monthly, last undertaken in 12/25.</p>

Internal audit assurance	Council's response
Internal audit testing may include: Review of internal controls in place and their documentation.	YES
Review of minutes to ensure legal powers are available, and the basis of the powers recorded and correctly applied.	YES
Review and testing of arrangements to prevent and detect fraud and corruption.	YES
Review of adequacy of insurance cover provided by suppliers.	YES
Testing of specific internal controls and reporting findings to management.	Undertaken by Town Clerk.
Table 3 – Areas where there may be a need to self manage.	

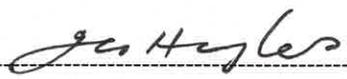
<p>Risk identification</p> <p>There are a number of activities that create business risks but do not fall easily into either of the above categories for a number of reasons, principally because they are either difficult to quantify or considered inefficient to have provided externally or just uninsurable.</p> <p>Keeping proper financial records in accordance with statutory requirements. Ensuring all business activities are within legal powers applicable to local councils</p> <p>Complying with restrictions on borrowing</p> <p>Ensuring that all requirements are met under employment law and Inland Revenue regulations</p> <p>Ensuring all requirements are met under Customs and Excise regulations (especially VAT)</p> <p>Ensuring the adequacy of the annual precept within sound budgeting arrangements</p> <p>Monitoring of performance against agreed standards under partnership agreements.</p> <p>Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137</p> <p>Proper, timely and accurate reporting of council business in the minutes.</p> <p>Responding to electors wishing to exercise their rights of inspection.</p> <p>Meeting the laid down timetables when responding to consultation invitation.</p> <p>Meeting the requirements for Local Award for Councils</p> <p>Proper document control</p> <p>Register of members' interests and gifts and hospitality in place, complete, accurate and up to date</p>	<p>Yes</p> <p>N/A</p> <p>Town Clerk attends regular HMRC webinars.</p> <p>Yes, Scribe Accountancy package.</p> <p>Yes — Finance Committee review.</p> <p>Yes, as required.</p> <p>Always</p> <p>Yes</p> <p>Yes</p> <p>Yes.</p> <p>N/a.</p> <p>Yes</p> <p>Yes</p>
<p>Table 4 - Areas where there may be a need to self-manage risk</p>	

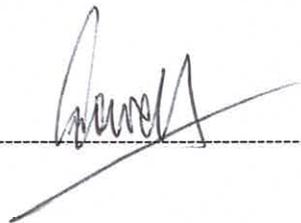


Internal controls	Council's response
<p>A council's internal controls may include: Regular scrutiny of financial records and proper arrangements for the approval of expenditure.</p>	<p>Internal/external auditors checks this.</p>
<p>Recording in the minutes the precise powers under which expenditure is being approved.</p>	<p>If necessary</p>
<p>Regular returns to the Inland Revenue; contracts of employment for all staff, annually reviewed by the council, systems of updating records for any changes in relevant legislation.</p>	<p>Yes.</p>
<p>Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary.</p>	<p>Yes</p>
<p>Regular budget monitoring statements</p>	<p>Yes,</p>
<p>Developing systems of performance measurement Procedures for dealing with and monitoring grants or loans made or received.</p>	<p>Yes — Grants policy in place.</p>
<p>Minutes properly numbered and paginated with master copy kept in safekeeping.</p>	<p>Yes</p>
<p>Documented procedures to deal with enquiries from the public.</p>	<p>Yes</p>
<p>Documented procedures to deal with responses to consultation requests.</p>	<p>Yes</p>
<p>Monitoring arrangements by the council regarding Quality Council status.</p>	<p>N/A</p>
<p>Documented procedures for document receipt, circulation, response, handling and filing.</p>	<p>Yes</p>
<p>Procedures in place for recording and monitoring members' interests and gifts and hospitality received.</p>	<p>Yes</p>
<p>Adoption of codes of conduct for members and employees.</p>	<p>Yes</p>

Internal audit assurance	Council's response
<p>Internal audit testing may include:  Review of internal controls in place and their documentation.</p>	<p>Yes</p>
<p>Review of minutes to ensure legal powers in place, recorded and correctly applied.</p>	<p>Yes.</p>
<p>Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. including petty</p>	<p>Yes</p>

<p>cash transactions.</p> <p>Review and testing of arrangements to prevent and detect fraud and corruption, testing of disclosures, testing of specific internal controls and reporting findings to management.</p>	<p>Yes</p>
<p><b>Partnership</b></p>	
<p>Ensure that proper safeguards exist when the Council works in partnership with another body</p>	<p>All relevant documents checked.</p>
<p>Approved by Llanidloes Town Council on 23 March 2026. Review – March 2027</p>	

  
 ----- Mayor/Chair

  
 ----- Clerk/RFO to the Town Council