HOLYWELL TOWN COUNCIL - RISK MANAGEMENT ASSESSMENT

Item	Risk	Level	Control
Assets	Protection of Physical Assets.	**M**	Land and buildings insured. Periodic valuations undertaken.
	Security of buildings and equipment.	**H**	Alarm/CCTV System. Annual Maintenance contract in place. Equipment insured. Periodic office risk assessments completed.
	Maintenance of land and buildings.	**H**	Buildings currently maintained on an ad hoc basis. Checked visually throughout the year and particularly following extreme weather such as high winds. Lluesty woodland maintained on an adhoc basis. Ongoing building checks carried out. Minor office improvement works completed, as necessary.
Finance	Banking.	**M**	Appropriate Bank Accounts held with HSBC. Reviewed by Resources Committee.
	Risk of consequential loss of income.	**H**	Adequate insurance cover in place. Reviews of the Council's investment strategy undertaken by Resources Committee. Review of £120,000 threshold for cash protection considered against Council's current reserve balances in the event of banking failure through insolvency.
	Loss of cash through theft or dishonesty.	**H**	Town Clerk/RFO controls all cash. Receipts issued. Internal Audit checks undertaken.
	Financial controls and records.	**M**	Monthly bank reconciliation prepared by the Town Clerk/RFO and reported to the Council / Resources Committee as appropriate. Two Councillors and Town Clerk/RFO sign all cheques and online payments. Internal (Interim & Final) and External Audits carried out. Budget analysis reporting quarterly under RBS system.
	Comply with Customs and Excise Regulations.	**H**	Annual claim for VAT refund made and paid into the Council's Bank Account.
	Sound budgeting to support the annual precept calculation.	**M**	Expenditure against budget reported to Council. Resources Committee monitor financial arrangements. Precept determined by Council to meet Flintshire County Council requirements.
	Complying with borrowing restrictions.	**M**	Any borrowing is subject to approval of full council and Welsh Government and must be supported by a robust business case.
	Supplier & Procurement Fraud: Financial Loss to the Council / Potential investigation and report in the public interest / Damage to Council's reputation.	**M**	Clerk to complete regular checks on spending patterns. Clerk to carry out validation check on any new suppliers. Council deals with a limited number of suppliers.
	Fidelity Guarantee Insurance Cover should cover the maximum risk exposure.	**M**	Ensure that the year-end cash and bank balances plus the next estimated precept instalment is less than the identified fidelity cover in the Council's insurance policy. Current insured level = £500k.

HOLYWELL TOWN COUNCIL - RISK MANAGEMENT ASSESSMENT

Item	Risk	Level	Control
General Liability	Risk to third party, property, or individuals.	**M**	Insurance in place. Open spaces checked regularly. Checks carried out for Christmas Lights and floral displays (Wales in Bloom).
	Legal liability as consequence of asset ownership.	**H**	Insurance in place for Council Offices, Events Hub, Lluesty Woodland, Pen-y-Maes Gardens Play Area, and public events. Aura Leisure maintenance staff check play area and Insurer’s engineer carry out the regular safety check of play equipment. Asset Register updating and review.
Employee Liability	Comply with Employment Law.	**M**	Act on information received from various bodies.
	Comply with HMRC requirements.	**M**	Regular advice from HMRC. Internal and External auditors carry out annual checks.
	Ensuring activities are within legal powers.	**H**	Town Clerk clarifies legal position on any new proposal. Independent legal advice sought where necessary. Powers for payment of invoices indicated at each Council meeting.
	Proper and timely reporting via the Minutes.	**M**	Council normally meets monthly and receives and approves minutes of meetings which are made available to press and public.
	Proper document control.	**M**	Leases and legal documents held in the Clerk’s office.
Councillor Propriety	Registration of Interests and gifts and hospitality in place.	**M**	Declarations of Interest item on all agendas. Register of Interests held by the Clerk. Members’ declared interests/gifts and hospitality are published.
General	Business Continuity/Disaster Recovery/Global Pandemics.	**H**	Council information on website and off-site secure server; data on office PCs backed up daily to off-site secure server; signed hard copy of minutes routinely bound and archived at Hawarden County Archives Office; fireproof storage of key information arranged on site in secure metal cabinet. Loss of damage to office accommodation, loss of staff - initially, home working/rented premises/locum staff. Delegated powers passed to Chair & Clerk if required.

Key: H = High Risk, M = Medium Risk, L = Low Risk.

Date Completed: Tuesday 2nd December 2025.

Reviewed by the Full Council: Wednesday 21st January 2026.