

Cyngof Tref Y Trallwng
Welshpool Town Council
Y Porth i Gymru | The Gateway to Wales
COUNCIL RISK ANALYSIS

Purpose of Document

The purpose of this document is the assessing of the weaknesses and strengths of the Council in all areas. The assessments are General (risk to the item identified) and Financial (the financial effect of an event happening). The ratings are 5 (concerned) to 1 (no issue).

The following risk assessments are prepared:

A1	Council	B1	Office
CI	Town Hall	D1	Markets
E1	Maes y Dre	F1	Playgrounds
G1	Country Park	H1	Open spaces & Sculpture areas
J1	Armoury Rec Centre	K1	Tourist Information Centre
L1	Public Toilets	M1	CCTV
N1	Motte and Bailey Site	O1	Day Centre & Meals on Wheels
P1	Station car parks	Q1	Allotments
R1	Information	S1	Financial
T1	Charity management	U1	Archives
V1	Events	W1	Street scene

Reviewed August 2018

Prepared by R A Robinson FRICS FLCM

Town Clerk

Cyngof Tref Y Trallwng
Welshpool Town Council
 Y Porth i Gymru | The Gateway to Wales
COUNCIL RISK ANALYSIS

A. Council Risk Assessment

Ref	Item	Detail	General Risk	Financial Risk	Actions
A1	COUNCIL	Town Clerk – risk to Council activity if something happened to Town Clerk without warning.	3	3	Succession plan being put in place, deputy clerk sought for April 2019. Emergency plan in place with Town Clerk’s manual.
A2	FINANCIAL	Budget overrun to create loss in year.	2	3	Town Clerk understands the accounts, Whittingham Riddell’s (Auditors) also understand the accounts system in place. Monthly review takes place.
A3	RESERVES	Level of reserves compared to services delivered.	3	4	Increase in reserves each year by £10k to be a target.
A4	COUNCILLORS	Councillors elected in place of co-option.	2	2	All vacancies are marketed and promoted. Information packs available online and in paper form for candidates.
A5	COMPLAINTS	Procedure for complaints.	2	2	A complaints procedure has been put in place.
	PROCEDURES	Need for an order of carrying out Council business.	2	2	A code of conduct and standing orders are in place and reviewed annually.
A6	DECISION MAKING	Ensure good and robust decision making.	2	2	Robust Committee system in place with Full Council endorsement.
A7	MONITORING	Information to keep Councillors fully informed and able to challenge decisions.	2	2	Updates issued regularly in paper form and on web site. Regular updates at Committee meetings.
A8	INFORMATION	Issue of information.	2	2	Information issued in paper form, email when needed and on the Councils web site.
A9	QUALITY	General Competence meeting standard of Qualified Clerk, Unqualified Accounts and 2/3 Councillors elected.	2	3	The Council meets this standard, and new Clerk will need to be qualified.

Cyngof Tref Y Trallwng
Welshpool Town Council
 Y Porth i Gymru | The Gateway to Wales
COUNCIL RISK ANALYSIS

B. Office Risk Assessment

Ref	Item	Detail	General Risk	Financial Risk	Actions
B1	Building	Maintenance cost of building.	3	3	Ongoing maintenance plan.
B2	Lease	Landlord wishes to take back property.	2	2	Unlikely but if necessary move could in an emergency be moved to Town Hall.
B3	Secretarial	Loss of staff to support to Mayor and Town Clerk.	2	2	Other staff and the Town Clerk could cover this post in short term.
B4	Financial	Issues if the accounts staff were to leave.	2	3	Town Clerk understands the accounts, Whittingham Riddell's (Auditors) also understand the accounts system in place.
B5	Projects and events	Administration of events and projects.	2	2	Other staff and the Town Clerk could cover this post in short term.
B6	Running costs of office	Increased cost of paper and other running costs.	2	2	Monitoring of costs monthly.
B7	Equipment	Updating or replacement of equipment.	2	2	Continue maintenance. Advise Council well in advance of new equipment needed.
B8	Files and documents	Loss of files or documents of importance.	2	3	Important documents are stored via Internet Cloud as well as in fireproof cabinets or stored in fire protected room in Town Hall archives.
B9	Electronic data	Loss of data on computers	2	3	All documents are backed up on hard disk, external web site and in paper form to ensure recovery possible.
	Risk Assessments	Fire Risk Assessment and general risk assessment in place.	4	2	General risk assessment completed, Asbestos and Fire Risk Assessments monitored and updated.

Cyngof Tref Y Trallwng
Welshpool Town Council
 Y Porth i Gymru | The Gateway to Wales
COUNCIL RISK ANALYSIS

C. Town Hall Risk Assessment

Ref	Item	Detail	General Risk	Financial Risk	Actions
C1	Town Hall	Loss of income due to poor lettings	3	4	Marketing programme in place, wedding license in place, monitoring of income monthly.
C2	Town Hall	Empty space not used for productive use	3	4	Review of premises taking place every 3 years with a lesser annual review.
C3	Town Hall	Legionella in water tanks	2	2	Water checked every 6 months. Reporting procedure in place.
C4	Town Hall	Structure and repair costs	2	3	Monitoring of future large scale costs. Repairs carried out where possible by existing staff.
C5	Town Hall	Running costs rising	2	2	Fixed rate costs for services. Repairs being completed where possible by own staff.
C6	Risk assessments	Fire risk assessments and general risk assessments.	3	2	Fire and general risk assessments in place. Reporting procedure in place. Asbestos report completed.
C7	Fire risks	Escape routes and equipment, staff training.	3	3	Area under escape stairs kept as clear as possible, new chairs for escape on first floor, staff training in fire training. Weekly reporting on fire equipment. Works as advised carried out including emergency lighting.
C8	Grant Aid	Risk of change in circumstances for grant aid from BLT.	2	3	Management of funds is with within the control of the Town Council as Trustee of the Trust providing the grant aid.

Cyngof Tref Y Trallwng
Welshpool Town Council
 Y Porth i Gymru | The Gateway to Wales
COUNCIL RISK ANALYSIS

D. Markets Risk Assessment

Ref	Item	Detail	General Risk	Financial Risk	Actions
C1	Stalls	Loss of stalls reducing experience in the market halls.	4	4	Marketing and traders meetings held regularly to ensure traders are content.
C2	Financial	Reduction in income due to stalls reduction.	4	4	Marketing and traders meetings held regularly to ensure traders are content.
C3	Heating	Provision of heating to ensure temperatures are right for stalls and visitors.	3	4	Biomass heating system is in place. Situation monitored.
C4	Access	Provision of good access to the market entrances.	3	2	Ensure doors are open when needed, organisation of cars to back to enable good access through doors.
C5	Risk assessments	Fire risk assessments and general risk assessments.	3	3	Fire and general risk assessments in place. Reporting procedure in place.

Cyngof Tref Y Trallwng
Welshpool Town Council
 Y Porth i Gymru | The Gateway to Wales
COUNCIL RISK ANALYSIS

E. Maes Y Dre Recreation Grounds & Memorial Gardens

Ref	Location	Detail	General Risk	Financial Risk	Actions
M1	Maes Y Dre	Loss of income from recreation ground uses	2	2	Limited risk. Support for recreation ground users continues.
M2	Maes Y Dre	Accidents and incidents involving claims.	2	2	Full all risks insurance in place. Risk assessments for each element in place.
M3	Maes Y Dre	Equipment failure affecting the maintenance of the grounds.	2	3	Maintenance continues to reduce risk of equipment failure. Weekly reporting.
M4	Maes Y Dre	Major expenditure on access roads serving the site.	3	4	Danger of Powis Estates seeking to spend money on the canal access road. Roads around site in average condition and are monitored.
M4	Maes Y Dre	Vandalism to equipment and buildings.	3	3	CCTV camera on site with another covering the other entrance. Graffiti is removed as soon as it is created.
M5	Risk assessments	Fire risk assessments and general risk assessments.	3	3	Fire and general risk assessment the duty of the tenants. General risk assessments in place. Reporting procedure in place.
M6	Grant Aid	Changes in grant aid arrangements with outside bodies such as PCC	4	5	There is no longer any grant aid from any source to support the recreation grounds.
M7	Skateboard Park	Risk of accidents. Risk of damage to equipment.	3	3	Inspected weekly, annual inspections completed. State of equipment monitored.

Cyngof Tref Y Trallwng
Welshpool Town Council
 Y Porth i Gymru | The Gateway to Wales
COUNCIL RISK ANALYSIS

F. Playgrounds Risk Assessment

Ref	Location	Detail	General Risk	Financial Risk	Actions
F1	All playgrounds	Equipment failure	2	2	All areas checked weekly and reporting procedure in place.
F2	All playgrounds	Litter, needles and contamination	3	2	All areas checked weekly. Bins provided and emptied. Reporting procedure in place.
F3	All playgrounds	Fencing and enclosures not repaired.	2	2	Fencing checked with reporting procedure in place.
F4	All playgrounds	Over age use of playgrounds	2	2	Signage in place.
F5	All playgrounds	Dog fouling issues	2	2	Signage in place.
F6	Risk assessments	General risk assessments.	2	2	Financial risk assessments in place. Reporting procedure in place. Insurance for all risks in place. Weekly inspections of equipment with reporting procedure in place.

Cyngof Tref Y Trallwng
Welshpool Town Council
 Y Porth i Gymru | The Gateway to Wales
COUNCIL RISK ANALYSIS

G. Country Park Risk Assessment

Ref	Location	Detail	General Risk	Financial Risk	Actions
G1	Country Park	Litter and dog mess causing hazards.	2	2	Litter and dog bins on site, emptied regularly and check list issued weekly.
G2	Country Park	Accidents and incidents involving claims.	2	2	Full all risks insurance in place. Risk assessments for each element in place.
G3	Country Park	Equipment failure affecting the maintenance of the grounds.	2	3	Maintenance continues to reduce risk of equipment failure. Weekly inspections with reporting process in place.
G4	Country Park	Major expenditure on access path serving the site.	3	3	Danger of Powys County Council seeking to spend money on the access path. Paths are in good condition and are monitored.
G5	Country Park	Vandalism to equipment.	3	3	CCTV camera on site. Graffiti is removed as soon as it is created.
G6	Country Park	Danger of access to lake.	3	3	Fencing and hedges in good order. Full insurance all risks policy in place.

Cyngof Tref Y Trallwng
Welshpool Town Council
 Y Porth i Gymru | The Gateway to Wales
COUNCIL RISK ANALYSIS

H. Open spaces & Sculpture areas Risk Assessment (land by TIC)

Ref	Location	Detail	General Risk	Financial Risk	Actions
H1	Open Spaces	Litter and dog mess causing hazards.	2	2	Litter and dog bin on site, emptied regularly and check list issued weekly.
H2	Open Spaces	Accidents and incidents involving claims.	2	2	Full all risks insurance in place. Risk assessments for each element in place.
H3	Open Spaces	Equipment failure affecting the maintenance of the grounds.	2	3	Maintenance continues to reduce risk of equipment failure. Weekly inspections with reporting procedure in place.
H4	Open Spaces	Sculpture damage.	3	4	Limited danger, CCTV cameras in place. Weekly reporting on condition.
H5	Steps and access	Danger of tripping, movement of land, damage to railings.	3	3	CCTV camera on site. Inspections completed weekly with report issued.
H6	Flower beds by old SPAR	Danger of brickwork damage.	2	2	Weekly checks and reporting on condition.

Cyngof Tref Y Trallwng
Welshpool Town Council
 Y Porth i Gymru | The Gateway to Wales
COUNCIL RISK ANALYSIS

J. Armoury Recreation Centre Risk Assessment

Ref	Location	Detail	General Risk	Financial Risk	Actions
J1	The Armoury	Loss of income due to vacancies.	3	3	Leases in place, if a vacancy occurs both existing main tenants have shown interest in taking any vacant space.
J2	The Armoury	Car park surface – cost of resurfacing.	3	3	Repairs have been made, the situation is monitored regularly.
J3	The Armoury	Access road wall stonework, falling stones on to cars.	3	3	Stonework pointed and part replaced. Monitored regularly.
J4	The Armoury	Boiler Plant getting older.	3	3	Regularly serviced, monitored situation.
J5	The Armoury	Roof is corrugated iron and has limited life.	3	3	Works to roof completed recently, estimates gained for new roof areas. Roof regularly monitored.
J6	The Armoury	Incidents causing claims against the Council.	2	2	Full all risks insurance in place.
J7	The Armoury	Annual certificates, fire and general risk assessments.	2	2	Completed and reviewed. Fire Risk Assessment and Asbestos report in place.

Cyngof Tref Y Trallwng
Welshpool Town Council
 Y Porth i Gymru | The Gateway to Wales
COUNCIL RISK ANALYSIS

K. Tourist Information Service Risk Assessment

Ref	Item	Detail	General Risk	Financial Risk	Actions
K1	Tourist Information Centre	Loss of Team Leader.	2	2	Two other members of staff are able to carry out duties in short term.
K2	Sales income	Fall in potential sales including those on commission basis.	3	3	Stock reviewed annually. Staff training continues.
K3	Running costs	Services and general running costs rising.	2	2	Monitoring of costs reviewed monthly.
K4	Building	Building maintenance costs rising. Possible total loss due to fire etc.	2	2	Monitoring of building and general maintenance on continuing programme. Buildings insured on all risks policy.
K5	Equipment	Potential large cost of replacement of computers or fittings.	2	3	Continue maintenance. Advise Council well in advance of new equipment needed.
K6	Rail Ticket sales	Creating market to sell rail tickets.	3	3	Marketing plan to be put in place and implemented.
K7	Taxi Office	Potential loss of tenant.	2	3	No sign of Taxi Office moving, if vacant a new tenant would be sought.
K8	Building	Fire and general risk assessments.	2	3	Fire risk assessment instructed general risk assessments in place. Asbestos report in place.

Cyngof Tref Y Trallwng
Welshpool Town Council
 Y Porth i Gymru | The Gateway to Wales
COUNCIL RISK ANALYSIS

L. Public Toilets Risk Assessment

Ref	Location	Detail	General Risk	Financial Risk	Actions
L1	Berriew Street	Vandalism and extensive repairs.	3	3	Regular visits. Weekly reporting on condition.
L2	Berriew Street	Rising service and stock costs.	2	3	Fixed service rates for 3 years. Stock cost monitored.
L3	Berriew Street	Antisocial behaviour incidents leading to claims.	3	2	Full all risks insurance in place. CCTV camera.
L4	Berriew Street	Cleanliness	2	2	Cleaned 3 times each day and recorded.
L5	Berriew Street	Legionella	2	2	System drained down every 6 months.
L6	Berriew Street	Fire and general risk assessments.	3	3	Fire risk assessment instructed general risk assessments in place, asbestos report in place.
L7	Church Street	Vandalism and extensive repairs.	3	3	Regular visits. Weekly reporting on condition.
L8	Church Street	Rising service and stock costs.	2	3	Fixed service rates for 3 years. Stock cost monitored.
L9	Church Street	Antisocial behaviour incidents leading to claims.	3	2	Full all risks insurance in place. CCTV camera.
L10	Church Street	Cleanliness	2	2	Cleaned 3 times each day and recorded.
L11	Church Street	Legionella	2	2	System drained down every 6 months.
L12	Church Street	Fire and general risk assessments.	3	3	Fire risk assessment instructed general risk assessments in place, asbestos report in place.

Cyngof Tref Y Trallwng
Welshpool Town Council
 Y Porth i Gymru | The Gateway to Wales
COUNCIL RISK ANALYSIS

M. CCTV Risk Assessment

Ref	Location	Detail	General Risk	Financial Risk	Actions
M1	All locations	CCTV claims against improper use.	2	2	Room in Town Hall locked and code protected. Only authorised persons allowed to view screens. Police have key to the Town Hall area.
M2	All locations	Damage to cameras.	2	2	All cameras located where damage is minimal. Monitoring of cameras completed regularly.
M3	All locations	Cameras not working to aid detection of crime and protect the community.	2	2	Maintenance is carried out with regular checks.
M4	All locations	Equipment failure.	2	2	All equipment is modern and up to date.
M4	All locations	New cameras to be added to the existing system.	2	2	Policy to add cameras via development sites.

Cyngof Tref Y Trallwng
Welshpool Town Council
 Y Porth i Gymru | The Gateway to Wales
COUNCIL RISK ANALYSIS

N. Motte and Bailey Risk Assessment

Ref	Item	Detail	General Risk	Financial Risk	Actions
N1	Railway docks	Repairs and refurbishment, danger of vandalism and injury, open to the public.	2	3	Docks area cleared and made as safe as possible. Regular checks on site with reporting procedure. Full insurances in place.
N2	Old railway building	Repairs and refurbishment, danger of vandalism and injury, open to the public.	2	3	Old hut needs to be made safe, timber covering for doors and windows to be fitted. Regular checks on site with reporting procedure. Full insurances in place.
N3	Walls and fences	State of repair, in need of refurbishment, danger of damage and injury.	2	3	Regular checks on site with reporting procedure. Full insurances in place.
N4	Trees	Trees large and need protecting and maintenance.	2	3	Regular checks on site with reporting procedure. Full insurances in place.
N5	Club house building	Building in average to poor condition with danger of vandalism.	2	3	Regular checks on external state of building with reporting procedure. Full insurances in place.
N6	Old gym building	Building in very poor condition, need of repair, vermin and possible danger via injury.	2	3	Regular checks on external state of building with reporting procedure. Full insurances in place.
N7	Leases	Loss of rent from leases. Increases in rental of head leases.	4	3	Leases produce an income but not great. Grant from PCC is for 25 years at £1k pa. Increases in head leases unlikely to be great.
N8	Claims	Site open to public with walkways and access possible to castle and railway docks.	2	2	Full all risks insurance policy in place. Risk assessments prepared.

Cyngof Tref Y Trallwng
Welshpool Town Council
 Y Porth i Gymru | The Gateway to Wales
COUNCIL RISK ANALYSIS

O. Day Centre with Meals on Wheels Risk Assessment

Ref	Item	Detail	General Risk	Financial Risk	Actions
O1	Building	Service and stock costs rising.	2	2	Fixed service rates for 3 years. Monitoring with reporting weekly.
O2	Patient risks	Risk assessments and training.	2	2	A risk assessment for each client is in place. All staff are trained in the areas they need. A review takes place regularly.
O3	Equipment failure	Equipment failure and cost of replacement.	2	3	All equipment is maintained and monitored.
O4	Staff error	Risk of staff errors with regards to patient care.	2	2	All staff have procedures and there are monitoring checks.
O5	Transport risks	Risks associated with taxi transport.	2	2	All taxi drivers are trained for the job they do.
O6	Legionella and other diseases	Venerable adults with possible attack from legionella and other pests.	2	2	New water system direct from mains, issues now not relevant.
O7	Fire and general risks	Risk assessments and procedures to be robust.	2	2	Asbestos, fire risk assessment and general risk assessments are in place.
O8	Kitchen and food risks	Kitchen cleanliness, food hygiene and procedures.	2	2	Food hygiene rating is 5. All procedures are in place as required.
O9	Private patients income	Risk of private income reducing.	2	4	Marketing taking place, PCC places are reducing slowly.
O10	Grant Aid	Risk of changes to external grant aid from outside sources such as PCC.	2	2	Grant aid for £75k plus index linking is in place until July 2022.

Cyngof Tref Y Trallwng
Welshpool Town Council
Y Porth i Gymru | The Gateway to Wales
COUNCIL RISK ANALYSIS

P. Car Parks at Railway Station Risk Assessment

Ref	Item	Detail	General Risk	Financial Risk	Actions
P1	Main station car park	Risk of claims against the Council.	2	2	Full all risks insurance place. Regular inspections take place.
P2	Overflow car park	Risk of claims against the Council.	2	2	Full all risks insurance place. Regular inspections take place.
P3	Public access	Risk of claims against the Council.	2	2	Full all risks insurance place. Regular inspections take place.
P4	Access to railway	Risk of claims against the Council.	2	2	Fencing approved by Network Rail who cover such instances.

Cyngof Tref Y Trallwng
Welshpool Town Council
Y Porth i Gymru | The Gateway to Wales
COUNCIL RISK ANALYSIS

Q. Allotments Risk Assessment (Hospital site)

Ref	Item	Detail	General Risk	Financial Risk	Actions
Q1	Weeds and pest	Use of pesticides, knotweed spread and other pest control.	2	2	Agreements required due diligence by tenants, spot checks take place, knotweed controlled.
Q2	Third party injury	Injury to allotment holders or those entering the site with or without consent.	2	2	Site secured by fence and locked gate.
Q3	Loss of income	Rental loss.	2	1	Rents are minimal so have little financial effect on the Council.
Q4	Claims against the Council.	Claims against the Council by third parties.	2	2	Full all risks insurance policy in place.

Cyngof Tref Y Trallwng
Welshpool Town Council
 Y Porth i Gymru | The Gateway to Wales
COUNCIL RISK ANALYSIS

R. Information Risk Assessment

Ref	Item	Detail	General Risk	Financial Risk	Actions
R1	Web Site (main)	Main web site information provision possible loss.	3	3	Full protection up to date on external site.
R2	Web Site (subs)	Sub web sites information provision possible loss.	3	3	Full protection up to date on external site.
R3	Facebook	Reputation with poor language or abusive posts.	4	3	Monitored regularly to ensure any unwanted posts are removed.
R4	Twitter	Reputation with poor language or abusive posts.	4	3	Monitored regularly to ensure any unwanted posts are removed.
R5	T H Display Screen	Updating of material for events and information.	2	2	Updated regularly, only accessible to Town Council.
R6	Information Screens	Information screens in locations showing council services and town attractions.	2	2	Updated regularly, only accessible to Town Council.
R7	Policy	Data protection, freedom of information and web site policy.	2	2	All documents in place. New DATA protection Act requirements met.

Cyngof Tref Y Trallwng
Welshpool Town Council
 Y Porth i Gymru | The Gateway to Wales
COUNCIL RISK ANALYSIS

S. Financial Risk Assessment

Ref	Item	Detail	General Risk	Financial Risk	Actions
S1	Financial controls	Risks to be limited by procedures to control finances.	2	2	Financial risk assessment in place and reviewed annually.
S2	Decision making	All decisions to be lawful.	2	2	All decisions on finance are agreed by Council and the Town Clerk (delegated powers).
S3	Payments	All payments need to be approved by Council.	2	2	All payments are approved by Council in the 'orders for payments' list issued each month.
S4	Cheques and BACS	All cheques should be authorised.	2	2	Cheques signed by 2 Councillors and the Town Clerk. No blank cheques allowed. BACS payments need a similar approval.
S5	Cash handling procedure	Proper procedure in place for secure cash counting.	2	2	Cash handling procedure in place.
S6	Investments	Policy on investment of cash and other investments by the Council.	2	2	Investment strategy in place.
S7	Accounts	Full accounts to be kept and records kept.	2	2	Prepared in accordance with rules, internal and external audit.
S8	Monitoring	Reporting to Council procedure needed.	2	2	Budget prepared annually, reporting monthly on accounts.

Cyngof Tref Y Trallwng
Welshpool Town Council
 Y Porth i Gymru | The Gateway to Wales
COUNCIL RISK ANALYSIS

T. Charities administered by the Council Risk Assessment

Ref	Item	Detail	General Risk	Financial Risk	Actions
T1	Checks and balances	Checks needed to ensure proper management of the Trust.	2	2	Town Clerk acts as adviser with accounts control, separate accountants from Town Council. Town Clerk is the legal secretary.
T2	Investment income	Risk of investment income changing.	2	3	Policy on spread of investments in place. Income for building maintenance has proved sound but is monitored as are the investments, reports given to Trustee regularly.
T3	Capital growth	Ensure capital growth as well as income from the Trust.	2	3	Advice taken and the investments are monitored regularly to ensure growth and income protection.
T4	Accounting	Proper accounting processes to be in place.	2	2	Separate accounting and audit from the Town Council system.
T5	Charities commission returns	Annual returns to be completed.	2	2	The Town Clerk is responsible for the annual return and accounts.

Cyngof Tref Y Trallwng
Welshpool Town Council
 Y Porth i Gymru | The Gateway to Wales
COUNCIL RISK ANALYSIS

U. Archives Risk Assessment

Ref	Item	Detail	General Risk	Financial Risk	Actions
U1	Town Hall Archives	Archives in Town Hall storage and protection.	3	3	Archives in safe store areas which are as damp free and fireproof as possible. Copies are also located at PCC Llandrindod Wells.
U2	Records and documents	Recording of archives and documents.	3	3	Computer and card system in place.
U3	Updating of documents.	Document provision to keep up to date archives records.	3	3	Documents are added to the system monthly.
U4	Loss of documents	Possible loss of documents by fire or other reasons.	2	3	Insurances in place. Copies of archives also at Llandrindod Wells and in last 6 years on Council web site.
U5	Archives, chains, pictures etc.	Protection and maintenance of council's artefacts.	4	2	All artefacts are insured, monitored and checked regularly.

Cyngof Tref Y Trallwng
Welshpool Town Council
 Y Porth i Gymru | The Gateway to Wales
COUNCIL RISK ANALYSIS

V. Events Risk Assessment

Ref	Item	Detail	General Risk	Financial Risk	Actions
V1	Transport Festival	Financial risk if poor weather. Accidents and incidents.	2	2	Funding is unaffected by attendance or by weather with fixed costs. Full Insurance & risk assessments in place. Training takes place as needed.
V2	Carnival	Financial risk if poor weather. Accidents and incidents.	2	2	Budget allowed with no larger sums involved. Full Insurance & risk assessments in place. Training takes place as needed.
V3	Christmas Lights	Financial risk if poor weather. Accidents and incidents.	2	2	The funding is fixed and unaffected by weather or attendance. Full Insurance & risk assessments in place. Training takes place as needed.
V4	Winter Festival	Financial risk if poor weather. Accidents and incidents.	2	3	Budget allowed with no larger sums involved. Full Insurance & risk assessments in place. Training takes place as needed.
V5	Other events	Financial risk if poor weather. Accidents and incidents.	2	2	Budget allowed with no larger sums involved. Full Insurance & risk assessments in place. Training takes place as needed.
V6	Insured risks	Risk assessments and plans for emergencies.	2	2	Risk assessments prepared for all events. Full all risks insurance in place.

Cyngof Tref Y Trallwng
Welshpool Town Council
 Y Porth i Gymru | The Gateway to Wales
COUNCIL RISK ANALYSIS

W. Street Scene Risk Assessment

Ref	Item	Detail	General Risk	Financial Risk	Actions
W1	Street scene	Financial risk due to increased costs of the running service.	2	3	Budget conservative to support service. Full Insurance & risk assessments in place.
W2	Equipment	Failure of equipment needing replacement.	2	2	Budget allowed with no larger sums involved.
W3	Staffing	Staff leaving and service not being delivered during the vacancy period.	2	2	Staff working in teams to ensure service continues if there are some vacancies.
W4	Re-cycling Centre	Alterations to re-cycling centres by PCC leading to more fly tipping.	3	3	Budget allowed for fly tipping. Clause in agreement regarding effects of such actions covering cost to Council.
W5	Insured risks	Cover for all risks of claims.	2	2	Risk assessments prepared for all events. Full all risks insurance in place.