

# Tewkesbury Town Council

## Risk Management Register

Owner: Town Clerk

Responsible Committee: Finance

Version: FINAL 2.0

Last review date: September 2025

Next review date: September 2026

Change History				
Version	Author	Reasons for Revision	Approved by (ref minute)	Date of Approval
DRAFT 0.1	Audit Task Group	Replacement for previous risk register	Not presented for approval	Not applicable
FINAL 1.0	Finance Committee	Review and adoption at Finance Committee meeting Reviewed 27.09.2018	Item 7	04/06/2018
FINAL v2.0	Finance Committee	Review and adoption at Finance Committee in May 2019	F.18.185	02/05/2019

Key to Level: L= Low Risk, M = Medium Risk, H = High Risk

Area	Risk	Level	Controls
Assets	Protection of buildings	M	Buildings insured. Value increased annually by RPI. Annual physical verification of assets. Town Hall valued July 2025, 64 Barton Street and Watson Hall valued March 2024.
	Protection of contents	H	Annual review of contents cover.
	Security of buildings, equipment etc	H	Regular checks by staff/FM contractor/reports from public investigation. Alarm Systems & CCTV installed and monitored/maintained.
	Registration of land	L/M	Ongoing project. 64 Barton Street now registered. Town Hall, Derek Graham, 109 Churchill Grove and remaining mooring sections submitted to Land Registry. Working on remaining assets of Anglo-American Garden of Remembrance & Riverside Walk, a section of the Severn Ham and land adjacent to 109 Churchill Grove.
	Maintenance of buildings etc	M	Buildings currently maintained on an ad hoc basis but work programme in place for projects. Condition surveys for both Town Hall and Watson Hall currently being considered and grant funding opportunities being pursued. Comprehensive refurbishment of 64 Barton Street complete and ongoing application for additional renovation of exterior of building and improvements to accessibility. Accessibility project underway for the Town Hall. Grant funding received towards installation of HVAC system at the Watson Hall and installation now complete.
Finance	Banking	M	Cash banked with Lloyds Bank. Security review for Town Hall and Watson Hall.
	Risk of consequential loss of income	M	Network backed up daily by Cloud by Council's IT technical support provider. Rialtas backed up daily.
	Loss of cash through theft or dishonesty	H	Receipts issued for all cash receipts. Fidelity insurance in place. 'In-house' quarterly internal control checks documented and implemented.

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			Annual internal and external audits. EPOS system installed at Watson Hall and external bar audit undertaken quarterly.
	Financial controls and records	<b>M</b>	Monthly bank reconciliations and supporting bank statement and payments listing reviewed at Finance Committee meetings and quarterly bank reconciliations reported to Full Council. New Financial Regulations adopted. Debit card issued to Town Clerk and Deputy Town Clerk. Card payments processed through Square and online system powered by Woo Commerce. Petty cash records maintained. Quarterly internal control checks on a sample of payment and receipt transactions. Annual Internal Audit and end of year Independent External Audit.
	Comply with HMRC Regulations	<b>H</b>	Use help line when necessary. VAT payments and claims system generated and submitted online. Quarterly internal process checks include checks on a sample of payment and receipts transactions Internal and external auditors confirm accounting practice.
	Sound budgeting to underline annual precept	<b>M</b>	All Committees review detailed budgets in the late autumn Draft budget presented to Finance Committee in December for recommendation to Full Council for consideration in January each year including proposed precept. Precept derived directly from this information and considered/approved by Full Council in January. Expenditure including committed spend against budget and earmarked reserves reported to each committee meeting and summary to Full Council.
	Complying with borrowing restrictions	<b>L</b>	No current borrowing.

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Area	Risk	Level	Controls
Public Liability	Risk to third party, property or individuals	M	Insurance in place. Playparks inspected weekly, monthly and annually. Office now has access to TBC's reports system. Roundabout sculptures inspected annually. Trees investigated when damage reported and tree condition survey undertaken. Fire Risk Assessments conducted annually at Town Hall, Watson Hall and 64 Barton Street. Ongoing assessment of public toilets and moorings. Three office staff, one bar staff and one of the Facilities Management contract team are First Aid trained. One office staff is Mental Health First Aid trained. Training Matrix kept up to date/refresher training provided as appropriate.
	Legal liability as consequence of asset ownership (especially burial ground, playgrounds and skateboard park)	H	Regular weekly safety checks of children's play equipment owned and managed by TTC (conducted by trained officers of TBC). Regular report provided to Environment & Amenities Committee. Written reports provided for playgrounds and these reports are retained and archived. Insurance in place (Reviewed annually). Repairs or removal of equipment done immediately for high risk items. Replacement equipment provided where necessary.
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies. HR support provided by Diversity Business Services Ltd. Town Clerk is a member of SLCC at Principal Level Council Member of County Association - GAPTC
	Comply with HMRC requirements	M	Advice from payroll services provider. Internal control checks and internal auditor carries out checks as detailed in reports.

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	Safety of Staff and Visitors	<b>H</b>	Door access alerts and CCTV cameras fitted at Town Hall and Watson Hall. Panic button operational at Town Hall. Ongoing H&S Policies/Risk Assessments – issues reviewed by Finance or Staffing Committee when policy or risk issues are identified. Member Officer Protocol, Employee Handbook, Lone Officer Working and Code of Conduct in place, Code of Conduct, Staff Declarations of interest all in place. Council has committed to Civility & Respect pledge.
Legal Liability	Ensuring activities are within legal powers	<b>L</b>	TTC has adopted the General Power of Competence. TTC has achieved Quality status of the Local Council Award Scheme. Legal advice to be sought where necessary from outside bodies e.g. GAPTC/NALC/Solicitor.
	Proper and timely reporting via the Minutes	<b>M</b>	Council/committees approve previous meeting minutes. Minutes published on Town Council website.
	Proper document control	<b>M</b>	Many originals kept in the office/Gloucestershire Archives and in recent years on external cloud storage. Archived minutes held in County Archive. Minutes are numbered sequentially.
Councillor & Officer propriety	Registers of Interests and gifts and hospitality in place	<b>M</b>	Register of interest completed for each member and published on the Council's website. Declaration of Interests - agenda Item at each meeting. Register of gifts & hospitality retained in the office.