

Mold Town	
Adopted - March 2025	
Risk Register	
Risk Category	Identified Risks
<b>Governance &amp; Legal</b>	Non-compliance with statutory duties and regulations
	Inadequate policies and procedures
	Conflicts of interest and ethical violations
	To host a compliant website with full information
<b>Financial</b>	Budget shortfalls and funding cuts
	Fraud, theft, or mismanagement of funds
	Poor financial planning and lack of reserves
	Inaccurate financial reporting
	Loss of Councillor's midterm causing elections with cost implications
	Level of reserves to meet regulations whilst ensuring service delivery costs are budgeted.
<b>Health &amp; Safety</b>	Accidents involving staff or the public
	Insufficient health and safety protocols
	Fire hazards and inadequate emergency planning
<b>Reputational</b>	Poor public perception
	Mishandling of sensitive issues
	Transparent and clear decision making.
	Community Grants
	Breach of confidentiality or data leaks
	Loss of Town Clerk and Finance Officer at short notice
	Staff shortages & sickness

<b>Operational</b>	Inefficient record-keeping systems
	Equipment failure
	Inadequate IT infrastructure and cybersecurity threats
<b>Environmental</b>	Adverse weather impacting services
	Pollution or damage to natural areas
<b>Technological</b>	Data loss or corruption
	Inadequate data protection measures
	Dependence on outdated systems
<b>Risk Category</b>	<b>Identified Risks</b>
<b>Health &amp; Safety</b>	Grave Diggers & Maintenance Staff Injuries
	Public Safety (Trips, Slips, Falls)
	Unsafe Memorials
<b>Legal &amp; Compliance</b>	Regulatory Non-Compliance
	Data Protection Issues
	Contractual Disputes
<b>Environmental</b>	Soil Contamination
	Flooding & Erosion
	Biodiversity Impact
<b>Financial</b>	Cost Overruns
	Insufficient Revenue
	Fraud or Misappropriation
<b>Operational</b>	Staff Shortage & Sickness
	Record-Keeping Errors
	Equipment Failure
	Security Risks (Vandalism, Theft)
<b>Reputational</b>	Poor Service Quality
	Cultural Sensitivities
<b>Technological</b>	Data Loss
	Cybersecurity Threats
<b>Risk Category</b>	<b>Identified Risks</b>

	Failure to obtain relevant permits or adhere to legal guidelines.
<b>Governance &amp; Legal</b>	Poor planning guidelines or unclear responsibilities.
	Insufficient funding or poor budget management.
<b>Financial</b>	Mishandling of financial resources.
	Accidents, crowd control issues, or inadequate first aid provision.
<b>Health &amp; Safety</b>	Fire, medical emergencies, or severe weather conditions.
	Negative feedback due to inadequate event management.
<b>Reputational</b>	Lack of awareness or respect for diverse community needs.
	Unexpected loss of Events & Community Officer
	Staff shortages or sickness
<b>Operational</b>	Poor coordination between Council staff and volunteers.
<b>Environmental</b>	Adverse weather conditions
	Equipment failure
<b>Technological</b>	Data loss or cybersecurity threats
<b>Risk Category</b>	<b>Identified Risks</b>
	Breach of health & safety, fire safety, or licensing regulations.
<b>Governance &amp; Legal</b>	Lack of clear hiring policies or poor contract management.
	Underutilization of the facility or cancellation of bookings.
<b>Financial</b>	Fraud or mismanagement of funds
	Public or staff injuries
<b>Health &amp; Safety</b>	Fire hazards
	Poor user experience
<b>Reputational</b>	Conflict between user groups
	Staff shortages or sickness
<b>Operational</b>	Facility maintenance issues
	Energy inefficiency

<b>Environmental</b>	Adverse weather conditions
<b>Technological</b>	Loss of booking information or malfunction of the booking platform.
Bailey Hill Lodge	
<b>Risk Category</b>	<b>Identified Risks</b>
<b>Governance &amp; Legal</b>	Non-compliance with tenancy laws
	Poor communication with estate agent
<b>Financial</b>	Loss of rental income
	Unexpected maintenance costs
<b>Health &amp; Safety</b>	Fire hazards
	General property safety
<b>Reputational</b>	Tenant dissatisfaction
<b>Operational</b>	Estate agent management failure
	Poor record-keeping
<b>Environmental</b>	Property damage from weather
<b>Technological</b>	Data breaches

<b>Council Operational Risk Assessment</b>			
<b>Town Council General</b>			
<b>Mitigation Strategies</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Score</b>
Regular training, policy reviews, and adherence to legal requirements.	3	1	3
Implement clear policies and regularly review their effectiveness.	3	2	6
Enforce strict codes of conduct and conflict-of-interest declarations.	3	1	3
Review work to take place in 2025 to upgrade Town Council Website to ensure all information is accessible (work in progress).	2	3	6
Budget planning with contingency funds and regular financial reviews.	2	2	4
Finance Committee meets quarterly to review budget. Payments are reviewed monthly at Town Council Meetings.	3	1	3
Minimum of 3 months operation costs in General Reserves	3	1	3
Town Clerk has received adequate training using the Rialtas system	3	1	3
An amount is budgeted for each Financial Year, All underspends are transferred to specific EMR at the Financial Year End.	2	2	4
A minimum of 3 months operational costs available within General Reserves. EMR are available and monitored for specific projects/ activities	3	1	3
Staff received health and safety training. H&S Policies are reviewed annually.	3	2	6
Worknest contracted to support with all H&S requirements	3	1	3
Ensure fire safety measures are in place and conduct regular drills.	3	2	6
A variety of channels are used to communicate with public/ residents. Complaints policy in place.	2	2	4
Ensure sensitivity training for staff handling contentious matters.	4	1	4
Residents are welcome to join all Town Council and Committee Meetings. Meetings are available via Zoom to ensure accessibility to all.	3	1	3
Information is available on the Town Council Website. The Council has a Community Grant Policy.	3	1	3
The Council contracts Microshade and uses Citrix. Regular reports are received and monitored to ensure protections are in place.	4	1	4
Contract of employment allows for 3 months' notice. Locum Clerks available via SLCC.	2	3	6
EMR to cover staff shortages to be implemented.	3	2	6

Paper copies are stored securely onsite. Older documents are archived with Flintshire Archive. Currently in the process of scanning paper copies so back up digital copies are available.	3	2	6
PAT Testing is completed on annual basis. External business used to maintain laptops.	3	2	6
IT systems are managed by external provider	4	1	4
Staff are able to remote work in adverse weather conditions	3	1	3
Office waste disposed of correctly. Greener suppliers used when available and cost effective.	2	1	2
Regularly backed up by Microshade	2	1	2
Microshade, staff training and policies in place	2	2	4
Regularly upgrade IT systems and ensure compatibility with modern software.	2	2	4
<b>Mold Cemetery</b>			
<b>Mitigation Strategies</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Score</b>
Training, PPE, regular inspections, and use of eco-friendly chemicals.	3	2	6
Inspect and maintain pathways regularly.	3	2	6
Routine checks and repair programs for unstable monuments.	3	1	3
Procedures are updated regularly to comply with changes in laws and regulations.	3	1	3
Staff training and Policies in place	3	2	6
Maintain clear, written contracts with service providers.	2	1	2
Adopt environmentally friendly burial practices.	2	1	2
Regular monitoring of drainage systems and embankments.	4	1	4
Implement wildlife-friendly maintenance practices.	2	1	2
Budget is regularly reviewed in Cemetery Committee Meetings	3	1	3
Fee structure is reviewed on an annual basis	3	1	3
Budget is regularly reviewed in Cemetery Committee Meetings	3	1	3
Maintain trained casual staff and contractors for cover.	3	2	6
In the process of digitalising Burial Records	3	2	6
Equipment checked weekly - annual services Implemented	4	1	4
Ring Door Bell installed to lodge. Trail cameras available if needed.	3	2	6
Complaints policy in place. Social Media and Website used to communicate with visitors/ residents	2	2	4
Staff are aware cultural and religious sensitivity.	4	1	4
Currently in the process of digitalising burial records	3	2	6
Computer systems and security maintained by Microshade	3	1	4
<b>Events and Activities</b>			
<b>Mitigation Strategies</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Score</b>

All checks are completed for each event and licenses applied for.	3	1	3
Policies are in place and information provided to volunteers prior to event	4	1	4
EMR are available for Events. Accurate Event Expenditure and Income are kept and reconciled with accounting system	3	1	3
Event accounts are reconciled by Town Clerk after each event.	3	1	3
All risk assessments are in place and policies and procedures adhered to. Council insurance covers all events and activities.	4	1	4
Emergency plans are communicated to all involved parties prior to event/ activity.	4	1	4
All complaints are addressed promptly in line with policy	3	1	3
Staff aware of cultural sensitivity and inclusive practices.	3	1	3
New staff currently receiving training from Events Officer	4	2	8
Maintain a pool of casual staff and ensure clear role delegation.	3	2	6
Regualr communication bulletins are sent to volunteers	3	1	3
Contingency plans in place, including indoor alternatives where possible.	3	2	6
All equipment is tested before events and maintain technical support availability.	3	2	6
All data stored on Citrix and managed by Microshade	4	1	4

### Bailey Hill Centre

Mitigation Strategies	Impact	Likelihood	Score
Regularly review compliance, conduct safety inspections, and keep licenses up to date.	3	2	6
Booking Forms and terms of use are regualry monitored, regularly review policies.	3	1	3
Promote the centre, ensure flexible booking policies, and maintain good communication with users.	3	2	6
Budget is regualry reviewed in CDR Committee Meetings	3	1	3
Risk assessments in place as well as appropriate insurance coverage.	3	2	6
Fire alarms are maintained, conduct regular drills, and review evacuation plans annually.	4	1	4
Many commuication channels available. Complaints procedure in place.	3	2	6
Clear booking procedures in place.	2	1	2
EMR to be introduced for use in cases of long term staff sickness. A number of officers have keys to premises and trained in opening and closure procedures.	3	2	6
Regualr maintenance scheduled.	3	1	3
All energy-saving measures feasible are in place	3	1	3

Regularly inspections of premises take place	3	1	3
Bailey Hill Centre Calendar in place - all staff have access	2	1	2
<b>Mitigation Strategies</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Score</b>
Estate Agent contracted to support with all legalities	4	1	4
Email used for communication purposes	3	2	6
Rent is collected by estste agents and they implement effective tenant vetting. Regualr communication with estste agents.	3	1	3
EMR available for unexpected costs	2	1	2
Fire safety items are all in place.	3	1	3
Estate Agenst conducts annual inspections and respond promptly to maintenance requests.	3	1	3
Complaints are addressed promptly through the estate agent and maintain clear communication.	3	1	3
Performance through regular reviews and establish alternative management options if needed.	3	1	3
Documents kept on Citrix System	4	1	4
Property inspected by Estate Agents.	3	1	3
Data stored on Citrix and managed by Microshade	4	1	4



		Impact			
		Negligible (1)	Low (2)	Medium (3)	High (4)
Likelihood	High (4)	4	8	12	16
	Medium (3)	3	6	9	12
	Low (2)	2	4	6	8
	Negligible (1)	1	2	3	4