



31 Ionawr 2023 ❖ 31 January 2023

Annwyl Aelod ❖ Dear Member

Pwyllgor Dibenion Cyffredinol ❖ General Purposes Committee

Fe'ch gwysir i fod yn bresennol yng Nghyfarfod Pwyllgor Dibenion Cyffredinol a gynhelir yn Siambr y Cyngor, Neuadd Ddinesig San Pedr, Maes Nott, Caerfyrddin a thrwy gyswllt fideo ar **Nos Fawrth, 7fed Chwefror 2023**, am 7.30 yr hwyr.

You are summoned to attend the General Purposes Committee Meeting to be held in the Council Chamber, St Peter's Civic Hall, Nott Square, Carmarthen and via video link on **Tuesday, 7th of February 2022**, at 7.30 p.m.

Croesawir aelodau o'r cyhoedd i arsylwi'r cyfarfod yn y neuadd, neu ar-lein drwy ddilyn y linc isod.

Members of the public are welcome to observe the meeting at the hall, or online by following the link below.

Yn gywir ❖ Yours faithfully

Emma Smith
Clerc y Dref ❖ Town Clerk

Ymunwch / Join :

<https://us06web.zoom.us/j/82788499198?pwd=ayt6Z05FVEMwWnV6aDFET2VSOWd2dz09>

A g e n d a

1. Apologies for absence
2. Declarations of interest
3. Matters arising from minutes of the previous General Purposes Committee Meeting
4. Town Clerk's Report (**Appendix 1**):
 - a) Planning Applications
 - b) Highways Matters
 - c) Licensing Matters
5. Revised Welsh Language Scheme Revised Welsh Language Scheme (**Appendix 3**)

6. Carmarthen Spring clean
7. Licence Relating to land at Carmarthen Castle Forecourt
8. St David's Celebrations
9. Council Tax Premium on Second Homes and Empty Properties (CCC consultation)
10. Risk Management Policy and Risk Assessment 2023/24 (**Appendix 4**)

CARMARTHEN TOWN COUNCIL

REPORT OF THE TOWN CLERK TO THE GENERAL PURPOSES COMMITTEE – 7th FEBRUARY 2023

Agenda Item 4(a): Planning Applications

- (i) **PL/05350** - Change of use from vacant offices over first and second floors into 2 No. self-contained residential flats (1 No. flat per floor) - 62 King Street, Carmarthen, SA31 1BA
- (ii) The formal notification relates to a **Pre-Application Consultation** exercise in preparation of a submission for full planning permission for the following development –

Proposed Residential Development (20 dwellings) and highway improvements at land north of Parc y Delyn, Carmarthen, SA31 1TS

Members of the public, statutory bodies, and other third-parties, have a minimum period of 28 days within which to make representations in respect of the proposed development, in this instance, by not later than 8th February 2023. Please see **Appendix 2** for further information.

For the **OPINION** of Members.

Agenda Item 4(b): Highways Matters:

To date no highways matters have been received.

Agenda Item 4(c): Licensing Matters

To date no licensing matters have been received.

Agenda Item 5: Revised Welsh Language Scheme

Please see additional revisions to the scheme as required in the last meeting of committee which are marked in the document at **Appendix 3** to reflect the current situation.

For the **RECOMMENDATION** of members

Agenda Item 6: Carmarthen Spring Clean

Carmarthen Town Council's Spring Clean is about to get underway, with schools, banks, shops, and individuals all volunteering to brighten up Carmarthen. Local businesses, public houses, and art galleries are all supporting this initiative for the next few months as Carmarthen gets ready for a busy time of year. Roads into the town are also being litter picked by residents to improve the overall quality of the Carmarthen Welcome! Litter

pickers are booked out and working alongside Keep Wales Tidy and Carmarthenshire County Council we will endeavour to make the town shine.

For the **INFORMATION** of members.

Agenda Item 7: Licence Relating to land at Carmarthen Castle Forecourt

Members are asked to consider if they would like to renew the license for the castle forecourt area. The terms of the are as follows:

- Term- 12 months as from the expiry of the previous 12 month Licence and therefore from the 24th November 2022- 23rd November 2023;
- Permitted Use- seating area and storage of outdoor furniture;
- That robust track and trace procedures are implemented in accordance with Welsh Government guidelines;
- To comply with the Transforming Towns Thematic Covid-19 Response Funding Grant Conditions;
- to follow the Town Council's submitted Management Plan;
- To keep the storage area secured at all times;
- That the furniture is regularly cleaned
- To keep the area clean and tidy and free from all rubbish;
- That all legislative licences/ Insurances are obtained;
- Not to construct any permanent structure on the licenced area; and
- At the end of the Licence period to remove all furniture and leave the land om good condition to the satisfaction of Carmarthenshire County Council.

The above terms and others have been incorporated into the draft licence.

For the **RECOMMENDATION** of members.

Agenda Item 8: St David's Celebrations

St David's Day and the Grand Parade are all coming together nicely with many groups and schools working to bring a traditional Welsh cultural connection to Carmarthen for several weeks of fun. There will be a full programme of events on St David's Day with Ysgol y Dderwen leading a parade through the town, other schools, entertainers, and musicians will be in Carmarthen for the day, with cawl being served in Carmarthen Market and the Carmarthen Ukuleles outside to sing along too, there will be something for all as we celebrate our patron saint. On Saturday 4th March Carmarthen BID will provide the funding for the marquee in Guildhall Square, where clog dancers, choirs and musicians will perform. In the lead up to this will be the St David's Grand Parade with hundreds of people processing from St Peter's Church to Guildhall Square at 11am. Hundreds of flags will be waving, and the Carmarthen Symphonic Wind Band will lead the people through the town.

For the **INFORMATION** of members.

Agenda Item 9: Council Tax Premium on Second Homes and Empty Properties

Carmarthenshire County Council is consulting with its residents on the review of the Council Tax Premium Scheme for long-term empty properties and second homes.

Concerns have been raised at both a local and National level about the perceived impact of growing numbers of second homes and empty properties on our communities.

The Council is working to increase the provision of affordable housing in Carmarthenshire and is proposing a Council Tax Provision on properties that are largely empty, to bring long-term empty homes back into use and provide safe, secure and affordable homes that will enhance the sustainability of local communities.

Approximately 1,300 properties in Carmarthenshire are classed as long-term empty properties whilst there are around 860 registered second homes in the county. This equates to 2.5% of all domestic properties in Carmarthenshire being potentially liable for the premium charge.

[Second Homes and Empty Properties consultation launched \(gov.wales\)](#)

For the **OPINION** of members.

Agenda Item 10: King's Coronation May 2023

Members are asked to consider if the Town Council should organise an event to mark the coronation of King Charles III and if so, what sort of event could be considered.

For the **OPINION** of members



2 Llandeilo Road, Cross Hands, Carmarthenshire SA14 6NA
Tel: 01269 400410 www.evansbanks.com

**GORCHYMYN CYNLLUNIO GWLAD A THREF (GWEITHDREFN RHEOLI
DATBLYGU) (CYMRU) 2012**
**YMGYNGHORIAD CYN CEISIO DERBYN CANIATÂD CYNLLUNIO O DAN
ERTHYGL 2D**

(i'w ddarparu i ymgygoreion arbenigol, wedi'i ddiffinio gan Erthygl 2(1) Gorchymyn Cynllunio Gwlad a Thref (Gweithdrefn Rheoli Datblygu) (Cymru) 2012)

Pwrpas yr hysbysiad yma: Mae'r hysbysiad yma'n gofyn yn ffurfiol am ymgynghoriad cyn-ceisio o dan Erthygl 2D Gorchymyn Cynllunio Gwlad a Thref (Gweithdrefn Rheoli Datblygu) (Cymru) 2012.

Datblygiad Arfaethedig: **Tir i'r Gogledd o Parc y Delyn, Caerfyrddin**

Rydyn yn hysbysu fod: Omnicorp Limited

Datblygiad preswyl o 20 o dai a gwelliannau ffyrdd

Gallwch ddarganfod copi o'r cynlluniau arfaethedig ar ein gwefan:
www.evansbanks.com/consultations

Yn unol gyda gofynion Erthygl 2E Gorchymyn Cynllunio Gwlad a Thref (Gweithdrefn Rheoli Datblygu) (Cymru) 2012. Gofynnwn fod ymatebion ymgynghori yn ei ddanfod at: info@evansbanks.com

Erbyn: **8 Chwefror 2023**

Llofnodwyd: Evans Banks Planning Limited

Dyddiad: **12 Ionawr 2023**

TOWN & COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE)
(WALES) ORDER 2012 (AS AMENDED)
CONSULTATION BEFORE APPLYING FOR PLANNING PERMISSION
NOTICE UNDER ARTICLE 2D

(to be served on specialist consultees, as defined by Article 2(1) of the Town & Country Planning (Development Management Procedure) (Wales) Order 2012)

Purpose of this notice: this notice comprises a formal request for a pre-application response under Article 2D of the Town & Country Planning (Development Management Procedure) (Wales) Order 2012.

Proposed development: **Land North of Parc y Delyn, Carmarthen**

We give notice that **Omnicon Limited**

is intending to apply for planning permission for the a:

Proposed Residential Development (20 dwellings) and highway improvements

A copy of the of the proposed application, the plans and other supporting documents can be viewed online at www.evansbanks.com/consultations

In accordance with the requirements of Article 2E of the Town & Country Planning (Development Management Procedure) (Wales) Order 2012, a consultation response must be sent to:
info@evansbanks.com

By: 8th February 2023

Signed: Evans Banks Planning Limited

Date: **12th January 2023**

<p style="text-align: center;">CYNLLUN IAITH GYMRAEG</p> <p style="text-align: center;">CYNGOR TREF CAERFYRDDIN</p>		<p style="text-align: center;">CARMARTHEN TOWN COUNCIL</p> <p style="text-align: center;">WELSH LANGUAGE SCHEME</p>
<p>Mae Cyngor Tref Caerfyrddin wedi mabwysiadu'r egwyddor, wrth gynnal busnes cyhoeddus yng Nghymru, y bydd yn trin y Gymraeg â'r Saesneg ar y sail eu bod yn gyfartal. Mae'r cynllun hwn yn nodi sut y bydd y Cyngor yn gweithredu'r egwyddor honno wrth ddarparu gwasanaethau i'r cyhoedd.</p>	1	<p>Carmarthen Town Council has adopted the principle that in the conduct of public business in Wales it will treat Welsh and English on a basis of equality. This scheme sets out how the Council will implement that principle in the provision of services to the public.</p>
<p>Mae'r Cyngor yn cydnabod y gall aelodau'r cyhoedd fynegi eu barn a'u hanghenion yn well yn eu dewis iaith, mai mater o arfer da yn hytrach na goddefgarwch yw eu galluogi i ddefnyddio'u dewis iaith ac y gall gwadu'r hawl i ddefnyddio eu dewis iaith eu rhoi mewn sefyllfa anfanteisiol. Bydd y Cyngor felly yn cynnig i'r cyhoedd yr hawl i ddewis pa iaith i'w ddefnyddio wrth ymdrin ag ef.</p>	2	<p>The Council recognises that members of the public can express their views and needs better in their preferred language, that enabling them to use their preferred language is a matter of good practice rather than a concession and that the denial of that right could place members of the public at a real disadvantage. The Council will therefore offer the public the right to choose which language to use in dealings with the Council.</p>
<p>Nod y Cyngor mewn perthynas â'r Cynllun hwn yw:</p> <ul style="list-style-type: none"> ○ galluogi pawb sydd yn defnyddio gwasanaeth neu drafod gyda'r Cyngor neu'n cyfrannu at y broses ddemocrataidd i wneud hyn trwy gyfrwng y Gymraeg neu'r Saesneg yn ôl dewis personol yr unigolyn. ○ hyrwyddo'r defnydd o'r Gymraeg yn y gymuned. ○ annog eraill i hyrwyddo a defnyddio'r Gymraeg yn y gymuned. 	3	<p>In relation to this Scheme, the Council aims:</p> <ul style="list-style-type: none"> ○ to enable everyone who receives or uses the Council's services or contributes to the democratic process to do so through the medium of Welsh or English, according to personal choice. ○ to encourage the use of the Welsh language in the community. ○ to encourage others to use the Welsh language in the community.
<p>Ymhlith prif ddyletswyddau'r Cyngor mae:</p> <ul style="list-style-type: none"> • Rheoli Parc Caerfyrddin a'r holl ddiwyddiadau sy'n cymryd lle yno, gan gynnwys y felodrom a ailddatblygwyd yn ddiweddar, y cae rygbi sy'n gartref Clwb Rygbi Quins Caerfyrddin, a'r siop de • Cefnogi sefydliadau lleol gyda grantiau ariannol a mathau eraill o gymorth 	4	<p>Amongst the Council's main duties are:</p> <ul style="list-style-type: none"> • Managing Carmarthen Park and all the events that take place there, including the recently redeveloped velodrome, the rugby ground which is the home of Carmarthen Quins RFC, and the tea shop • Supporting local organisations with financial grants and other forms of assistance

<ul style="list-style-type: none"> • Rheoli Neuadd Ddinesig San Pedr a'i gwneud ar gael i'w ddefnyddio gan y cyhoedd mor aml ag sy'n bosibl • Rheoli a chynnal y cyfleusterau hamdden ym mharciau cyhoeddus a mannau chwarae eraill y dref - Parc Penllwyn, Parc Tre Ioan, Parc Hinds a Teras Russell • Rheoli a chynnal Mynwent Tref Caerfyrddin • Addurno'r dref gyda basgedi crog ac arddangosfeydd blodau eraill yn ystod yr haf • Paratoi a chynnal y goleuadau Nadolig yng Nghaerfyrddin bob blwyddyn a rhedeg digwyddiad 'cynnau' goleuadau Nadolig yn y dref • Rhedeg a chynnal Ras Blyneddol y Maer ar Gwyl y Banc Mis Mai • Adolygu ceisiadau cynllunio a dderbyniwyd gan y Cyngor Sir mewn perthynas â Thref Caerfyrddin a gwneud argymhellion amdanynt • Ystyried ceisiadau trwyddedu mewn perthynas â safleoedd trwyddedig ac oriau agor • Asesu rhai cynigion ffyrdd a phriffyrdd fel cau strydoedd neu gyfyngiadau parcio • Hyrwyddo Masnach Deg a mesurau eraill i wella datblygiad cynladwyaeth a'r amgylchedd • Mae Cyngor Tref Caerfyrddin hefyd yn aelod annatod o Fforwm Adfywio Tref Caerfyrddin a sefydlwyd ym mis Hydref 2013 i ddarparu pwynt cyswllt cryf rhwng Cyngor Sir Gaerfyrddin a rhanddeiliaid allweddol y dref o ran datblygu a chyflwyno cynlluniau yn y dyfodol i dyfu economi'r dref. 		<ul style="list-style-type: none"> • Managing St Peter's Civic Hall and making it available for public use as often as possible • Managing and maintaining the recreational facilities at the town's other public parks and play areas - Penllwyn Park, Johnstown Park, Parc Hinds and Russell Terrace • Managing and maintaining Carmarthen Town Cemetery • Decorating the town with hanging baskets and other floral displays during the summer • Preparing and maintaining the Christmas lights in Carmarthen each year and running the Christmas lights 'switch on' activities and annual event in the town • Running and hosting the Mayor's annual fun run every May Day Bank Holiday • Reviewing planning applications received by the County Council in respect of Carmarthen Town and making recommendations about them • Considering licensing applications regarding licensed premises and opening hours • Assessing certain road and highways proposals such as the closure of streets or parking restrictions • Promoting Fairtrade and other measures to improve sustainable development and the environment • Carmarthen Town Council is also an integral member of the Carmarthen Town Regeneration Forum which was established in October 2013 to provide a strong point of contact between Carmarthenshire County Council and the town's key stakeholders in terms of development and delivery of future plans to grow the town's economy.
<p>Mae gan y Cyngor 18 o aelodau etholedig, ac mae Clerc y Cyngor yn gweithio llawn amser.</p>	<p>5</p>	<p>The Council has 18 elected members, and the Clerk of the Council works full time.</p>

<p>Mae nifer o grwpiau cymdeithasol, diwylliannol a chymunedol yn chwarae rhan flaenllaw ym mywyd yr ardal. Mae'r Cyngor yn gweithio i hyrwyddo datblygiadau cymunedol a gweithgareddau cymdeithasol gan ymateb i anghenion lleol er mwyn gwella safonau byw yn yr ardal.</p>		<p>There are a number of social, cultural and community groups that play a prominent part in the life of the community. The Council is working to promote community development and social activities and respond to local needs to improve the living standards in the area.</p>
<p>Polisiâu a mentrau</p>	<p>6</p>	<p>Policies and initiatives</p>
<p>Wrth lunio neu ystyried polisiâu a mentrau newydd, bydd y Cyngor yn:</p> <ul style="list-style-type: none"> ○ asesu eu heffaith ieithyddol gan ofalu eu bod yn gyson â'r Cynllun Iaith; ○ hyrwyddo a hwyluso defnyddio'r Gymraeg pryd bynnag y bydd hynny'n bosibl, ac yn symud yn nes at weithredu'r egwyddor o gydraddoldeb yn llawn bob cyfle a ddaw; ○ ymgynghori â Chomisiynydd y Gymraeg ymlaen llaw ynglŷn ag unrhyw fwrriad fyddai'n effeithio ar y Cynllun hwn, neu Gynllun unrhyw gorff cyhoeddus arall. Ni newidir y Cynllun hwn heb gytundeb y Comisiynydd ymlaen llaw; ○ sicrhau bod y sawl sydd yn ymwneud â llunio polisiâu yn ymwybodol o'r Cynllun ac o gyfrifoldebau'r Cyngor o dan Deddf yr Iaith Gymraeg 1993 a Mesur y Gymraeg (Cymru) 2011; ○ sicrhau y bydd mesurau yn y Cynllun yn cael eu gweithredu wrth roi polisiâu a mentrau newydd ar waith. 		<p>In devising new policies and initiatives the Council will:</p> <ul style="list-style-type: none"> ○ assess their linguistic effect and ensure that they are consistent with the Welsh Language Scheme; ○ promote and facilitate the use of Welsh wherever possible and will move closer to implementing the principle of equality fully at every opportunity; ○ consult with the Welsh Language Commissioner in advance regarding proposals that will affect the scheme, or the scheme of any other public body. The scheme will not be altered without the Commissioner's agreement; ○ ensure that those involved in formulating policy will be aware of the Scheme, and of the Council's responsibilities under the Welsh Language Act 1993 and the Welsh Language (Wales) Measure 2011; ○ ensure that the measures contained in the Scheme are applied to new policies and initiatives when they are implemented.
<ul style="list-style-type: none"> ○ Pan ymgynghorir â'r Cyngor ar geisiadau cynllunio, bydd y Cyngor yn annog ymgeiswyr i godi arwyddion Cymraeg ar safleoedd megis swyddfeydd, busnesau a siopau ac archfarchnadoedd drwy gyfeirio at natur ieithyddol yr ardal. ○ Pan ymgynghorir â'r Cyngor ynglŷn ag enwau strydoedd, datblygiadau ac ystadau newydd bydd y Cyngor yn cefnogi defnyddio enwau Cymraeg. 		<ul style="list-style-type: none"> ○ When the Council is consulted on planning applications, the Council will encourage applicants to erect signs in Welsh in locations such as offices, businesses and shops and supermarkets by referring to the linguistic nature of the area. ○ When the Council is consulted on the naming of streets, developments and new estates, the Council will support the use of Welsh names.

APPENDIX 3

<ul style="list-style-type: none"> ○ Lle mai dim ond mân wahaniaeth sydd rhwng y sillafiad Cymraeg â'r Saesneg o enw lle, stryd, ward, neu gymuned bydd y Cyngor yn cefnogi mabwysiadu'r ffurf Gymraeg. 		<ul style="list-style-type: none"> ○ Where only minor differences exist between the Welsh and English spelling of place, street, ward, or community names, the Council will support the adoption of the Welsh version.
<p>Safonau ansawdd</p>	<p>7</p>	<p>Standards of quality</p>
<ul style="list-style-type: none"> ○ Bydd y Cyngor yn darparu gwasanaeth o'r un safon uchel ac yr un mor brydlon yn y ddwy iaith. 		<ul style="list-style-type: none"> ○ Services provided in English or Welsh will be of an equally high standard and equally prompt.
<p>Ymdrin â'r cyhoedd sydd yn siarad Cymraeg</p>	<p>8</p>	<p>Dealing with the Welsh-speaking public</p>
<p>Gohebu ysgrifenedig (post ac e-bost)</p> <ul style="list-style-type: none"> ○ Bydd y Cyngor yn croesawu gohebiaeth yn y Gymraeg neu'r Saesneg. ○ Ni fydd ateb gohebiaeth trwy gyfrwng y Gymraeg yn achosi oedi. ○ Os derbynnir gohebiaeth yn y Gymraeg caiff ei ateb yn Gymraeg. ○ Bydd gohebiaeth yn dilyn sgwrs ffôn neu wyneb yn wyneb neu gyfarfod lle sefydlwyd mai'r Gymraeg yw dewis iaith person yn Gymraeg, er mae'n bosibl na chynhaliwyd y drafodaeth yn y Gymraeg. ○ Dechreuir pob gohebiaeth ag aelod o'r cyhoedd yn ei dewis/ddewis iaith lle bo hynny'n hysbys. 		<p>Written communication (mail and e-mail)</p> <ul style="list-style-type: none"> ○ The Council will welcome correspondence in either English or Welsh. ○ Correspondence through the medium of Welsh will not in itself lead to any delay ○ Every letter received in Welsh will be answered in Welsh. ○ All correspondence following a telephone or face-to-face conversation in Welsh or a meeting where it was established that Welsh is the preferred language of the person, although the discussion may not have been held through the medium of Welsh, will be in Welsh. ○ All correspondence with a member of the public will be initiated in his/her preferred language if known.
<ul style="list-style-type: none"> ○ Os nad yw'n hysbys, bydd gohebiaeth ddechreuol y Cyngor yn ddwyieithog. ○ Bydd pob cylchlythyr a llythyr safonol i'r cyhoedd yn ddwyieithog. ○ Ble'n berthnasol, bydd papur pennawd swyddogol y Cyngor yn cynnwys datganiadau yn y ddwy iaith yn ei 		<ul style="list-style-type: none"> ○ If it is not known initial correspondence from the Council will be bilingual. ○ All circular or standard letters to the public will be bilingual. ○ Where relevant, the Council's official headed paper will include a statement in both languages making it clear

<p>gwneud hi'n glir y croesewir gohebiaeth yn y Gymraeg neu'r Saesneg.</p>		<p>that correspondence is welcome in either Welsh or English.</p>
<p>Cyfathrebu dros y ffôn</p>	<p>9</p>	<p>Telephone calls</p>
<ul style="list-style-type: none"> ○ Bydd staff yn rhoi cyfarchiad dwyieithog ac yn croesawu galwadau ffôn i'r swyddfa yn Gymraeg. 		<ul style="list-style-type: none"> ○ Staff will give a bilingual greeting and will welcome telephone calls to the office in Welsh.
<p>Recriwio</p>		<p>Recruitment</p>
<ul style="list-style-type: none"> ○ Pan ddaw swydd y Clerc a'r Dirprwy Glerc yn wag bydd y Cyngor yn ei hysbysebu gan nodi fod sgiliau dwyieithog yn hanfodol er mwyn i'r Cyngor allu cynnig gwasanaeth dwyieithog i'r cyhoedd. 		<ul style="list-style-type: none"> ○ When the Clerk and Deputy Clerk's post becomes vacant it will be advertised confirming that bilingual skills will be essential so that the Council can offer a bilingual service to the public.
<ul style="list-style-type: none"> ○ Pan ddaw swyddi eraill yn wag bydd gofynion ieithyddol y rôl yn cael eu hasesu a'u hysbysebu fel rhai hanfodol neu ddymunol yn ôl yr angen. 		<ul style="list-style-type: none"> ○ When other posts become vacant the linguistic requirements of the role will be assessed and advertised as essential or desirable according to need.
<p>Cyfarfodydd cyhoeddus a drefnir gan neu ar ran y Cyngor</p>	<p>10</p>	<p>Public meetings organised by or on behalf of the Council</p>
<ul style="list-style-type: none"> ○ Croesewir cyfraniadau yn y Gymraeg neu'r Saesneg mewn cyfarfodydd cyhoeddus a gynhelir gan y Cyngor. Gwneir hyn yn glir yn y papurau sy'n galw neu'n hysbysebu'r cyfarfod. 		<ul style="list-style-type: none"> ○ Contributions are welcomed in either Welsh or English at public meetings held by the Council. This will be stated clearly in the notices that inform or publicise the meeting.
<ul style="list-style-type: none"> ○ Bydd unrhyw gyfarfod cyhoeddus a gynullir i drafod y Gymraeg, addysg Gymraeg, treth y Cyngor neu wybodaeth am etholiad/isetholiad lleol yn ddwyieithog. 		<ul style="list-style-type: none"> ○ Any public meeting that is held to discuss the Welsh Language, Welsh medium education, Council Tax or any information regarding local elections/by-elections will be bilingual.
<ul style="list-style-type: none"> ○ Bydd pob cyhoeddusrwydd am gyfarfod cyhoeddus o'r fath yn ddwyieithog. 		<ul style="list-style-type: none"> ○ All publicity for public meetings will be bilingual.
<ul style="list-style-type: none"> ○ Os yw'n hysbys ar gychwyn y cyfarfod bod pawb sy'n bresennol yn siarad Cymraeg, cynhelir y cyfarfod yn Gymraeg. 		<ul style="list-style-type: none"> ○ If it is evident at the beginning of a meeting that all those present speak Welsh, the meeting will be held in Welsh.
<ul style="list-style-type: none"> ○ Bydd y Cyngor yn darparu offer cyfieithu ar gyfer y di-Gymraeg, yn ôl y galw, mewn cyfarfod cyhoeddus a drefnir gan neu ar ran y Cyngor. 		<ul style="list-style-type: none"> ○ The Council will provide translation facilities for non Welsh-speakers, according to need, for public meetings arranged by or on behalf of the Council.

APPENDIX 3

<ul style="list-style-type: none"> ○ Pan fo'n hysbys i'r Cyngor fod aelod o'r cyhoedd yn dymuno siarad Cymraeg mewn cyfarfod cyhoeddus fyddai fel arall yn uniaith Saesneg, dylid parchu hynny trwy wneud y trefniadau cyfieithu priodol. 		<ul style="list-style-type: none"> ○ When the Council is aware that a member of the public wishes to speak Welsh in a public meeting that would otherwise be conducted in English, this should be respected by providing appropriate translation arrangements.
<ul style="list-style-type: none"> ○ Wrth gychwyn y cyfarfod, bydd y Cadeirydd yn dwyn sylw mynychwyr at wasanaeth cyfieithu ar y pryd pan fo ar gael. 		<ul style="list-style-type: none"> ○ At the start of the meeting, the Chair shall draw attendees' attention to interpretation services when available.
<ul style="list-style-type: none"> ○ Bydd Aelod/au neu siaradwr/wyr allweddol yn gwneud defnydd o'r Gymraeg mewn cyfarfodydd cyhoeddus a drefnir gan neu ar ran y Cyngor. 		<ul style="list-style-type: none"> ○ Some Member/s or key speaker/s will use Welsh in public meetings arranged by or on behalf of the Council.
<ul style="list-style-type: none"> ○ Bydd pob swyddog yn bresennol mewn cyfarfodydd cyhoeddus i groesawu'r cyhoedd ac i ddelio ag ymholiadau, cwestiynau neu sylwadau yn Gymraeg. 		<ul style="list-style-type: none"> ○ Every staff member will present at public meetings to welcome the public and to deal with enquiries, questions or comments in Welsh.
<ul style="list-style-type: none"> ○ Bydd o leiaf un swyddog ac aelod etholedig yn bresennol mewn cyfarfodydd cyhoeddus i groesawu'r cyhoedd ac i ddelio ag ymholiadau, cwestiynau neu sylwadau yn Gymraeg. 		<ul style="list-style-type: none"> ○ At least one staff member and Elected Member will be present at public meetings to welcome the public and to deal with enquiries, questions or comments in Welsh.
<ul style="list-style-type: none"> ○ Bydd unrhyw ddeunyddiau ysgrifenedig megis taflenni neu sleidiau sy'n cael eu defnyddio mewn cyfarfod cyhoeddus yn ddwyieithog. 		<ul style="list-style-type: none"> ○ Any written materials such as leaflets or slides that are used in public meetings will be bilingual.
<p>Cyfarfod arferol y Cyngor</p>	11	<p>Ordinary Council meetings</p>
<ul style="list-style-type: none"> ○ Mae cyfarfodydd llawn y Cyngor a chyfarfodydd pwyllgor (Dibenion Cyffredinol a Cyllid) yn cael eu cynnal yn ddwyieithog. 		<ul style="list-style-type: none"> ○ Full Council and committee meetings (General Purposes and Finance) are conducted bilingually.
<ul style="list-style-type: none"> ○ Bydd pob hysbysiad a Rhaglen o gyfarfodydd y Cyngor yn ddwyieithog. 		<ul style="list-style-type: none"> ○ The notice and Agenda for the Council's meetings will be bilingual.
<ul style="list-style-type: none"> ○ Bydd y cofnodion yn ddwyieithog. 		<ul style="list-style-type: none"> ○ The minutes will be bilingual.
<p>Cyfarfodydd wyneb yn wyneb gyda'r cyhoedd</p>	12	<p>Face-to-Face meetings with the public</p>
<ul style="list-style-type: none"> ○ Bydd y Cyngor yn croesawu cyfarfodydd gyda'r cyhoedd yn y Gymraeg neu'r Saesneg, ac yn gofalu fod trefniadau yn cael eu gwneud i alluogi unrhyw aelod o'r cyhoedd sy'n dymuno gwneud hynny i drafod materion 		<ul style="list-style-type: none"> ○ The Council will welcome meetings with the public in either Welsh or English, and will ensure that appropriate arrangements are taken to enable any member of the public to discuss matters with the Clerk, or other Welsh speaking staff in Welsh should they wish to do so.

yn y Gymraeg gyda'r Clerc neu aelodau eraill o staff sydd yn siarad Cymraeg.		
Gwefan a safleoedd rhwydweithio cymdeithasol	13	Websites and social media sites
<ul style="list-style-type: none"> Bydd cyhoeddiadau a wneir ar ran y Cyngor ar y we yn Gymraeg neu'n Gymraeg a Saesneg. 		<ul style="list-style-type: none"> Announcements made on the internet on behalf of the Council will be in Welsh or in Welsh and English.
Hunaniaeth gorfforaethol	14	Corporate identity
Bydd enw'r Cyngor yn Gymraeg neu'n ddwyieithog.		The Council's name is to be in Welsh or Welsh and English.
Arwyddion swyddfa'r Cyngor	15	Council Office signage
<ul style="list-style-type: none"> Bydd pob arwydd gwybodaeth a godir am y tro cyntaf neu yn lle hen arwydd ar eiddo'r Cyngor yn ddwyieithog, ac felly hefyd unrhyw arwyddion gwybodaeth gyhoeddus eraill y mae'r Cyngor yn gyfrifol amdanynt. Fe fydd y ddwy iaith yn ymddangos ochr yn ochr â'r fersiwn Gymraeg ar y chwith neu uwchben y Saesneg. Bydd maint, ansawdd, eglurder ac amlygrwydd y testun yn gyfartal yn y Gymraeg ac yn y Saesneg. 		<ul style="list-style-type: none"> All new information signs or those replacing previous signs on Council property will be bilingual, as will any other public information signs for which the Council is responsible. The two languages will appear side by side, with the Welsh version appearing to the left or above the English. The size, quality, legibility and prominence of text will be equal in Welsh and English.
Llunio a chyhoeddi deunyddiau cyhoeddus	16	Producing and publishing public documents
<ul style="list-style-type: none"> Bydd pob deunydd a anelir at y cyhoedd megis dogfennau, deunydd esboniadol neu ffurflenni grant, yn ddwyieithog gyda'r ddwy iaith yn ymddangos yn yr un ddogfen. Argreffir y ddau fersiwn ochr yn ochr lle bo'n bosibl er mwyn hwyluso croesgyfeirio, dosbarthu a chynnig dewis iaith. 		<ul style="list-style-type: none"> All publications aimed at the public, such as documents, explanatory material or grant forms will be bilingual with both language versions forming one document. The versions will be printed side-by-side where possible to facilitate easy cross-reference, distribution and offer language choice.
<ul style="list-style-type: none"> Os bydd fersiynau Cymraeg a Saesneg yn cael eu cyhoeddi ar wahân, bydd y ddau fersiwn yn ymddangos ar yr un pryd, yn cael eu dosbarthu gyda'i gilydd a byddant yr un mor hawdd i'w cael. 		<ul style="list-style-type: none"> If Welsh and English versions are published separately they will appear simultaneously, be distributed together and be equally accessible.
<ul style="list-style-type: none"> Bydd materion hysbysebu a chyhoedduswydd yn ddwyieithog. 		<ul style="list-style-type: none"> All Advertising and publicity activities will be bilingual.

APPENDIX 3

<ul style="list-style-type: none"> ○ Bydd hysbysebion a hysbysiadau y Cyngor, - i'w gosod yn y wasg, ar hysbysfyrddau neu mewn unrhyw gyfrwng arall, yn ddwyieithog. 		<ul style="list-style-type: none"> ○ Council advertisements and notices – to be placed in the press, on notice boards or any other medium will be bilingual.
<ul style="list-style-type: none"> ○ Bydd hysbysebion swyddi yn ymddangos yn ddwyieithog mewn cyhoeddiadau Saesneg/dwyieithog ac yn Gymraeg yn unig mewn cyhoeddiadau Cymraeg gyda throednodyn yn Saesneg. 		<ul style="list-style-type: none"> ○ Job advertisements will appear bilingually in English/bilingual publications and in Welsh only in Welsh language publications with a footnote in English.
<p>Gwobrwyo grantiau a chymorth ariannol</p>	<p>17</p>	<p>Awarding grants and financial assistance</p>
<ul style="list-style-type: none"> ○ Yn y manylion a roddir i'r rhai sy'n bwriadu ymgeisio am gyfraniad ariannol tuag at weithgareddau lleol, bydd y Cyngor yn gwneud yn glir fod angen i ymgeiswyr ddisgrifio sut y maent yn bwriadu adlewyrchu natur ieithyddol y gymuned a'u cynulleidfa yn y gweithgaredd(au) y maent yn gofyn am gefnogaeth ariannol tuag ato(ynt). Wrth bwysu a mesur ceisiadau, bydd y Cyngor yn sicrhau fod ymgeiswyr wedi adlewyrchu natur ieithyddol y gymuned a'u cynulleidfa yn briodol yn eu cais 		<ul style="list-style-type: none"> ○ In the information that is sent to those intending to apply for financial assistance towards local activities, the Council will make it clear that there is need for applicants to describe how they intend to reflect the bilingual nature of the community and their audience in the activity(ies) for which they require financial support. When considering applications, the Council will ensure that applicants have appropriately reflected the linguistic nature of the community and their audience in their application.
<ul style="list-style-type: none"> ○ Bydd y Cyngor hefyd yn hysbysu'r ymgeisydd am y menter iaith lleol all ddarparu cyngor a chymorth ymarferol ynglŷn â chynnwys dwyieithog y gweithgaredd, gan gynnwys gwybodaeth ar unrhyw grantiau sydd ar gael at y pwrpas hwn. 		<ul style="list-style-type: none"> ○ The Council will also notify the applicant that the local menter iaith can provide advice and practical assistance in relation to the bilingual content of the activity, including information on grants available for this purpose.
<p>Gwasanaethau a ddarperir gan drydydd parti</p>	<p>18</p>	<p>Services provided by a third party</p>
<ul style="list-style-type: none"> ○ Bydd unrhyw drefniadau a wneir gan y Cyngor i ddefnyddio trydydd bartïon i ddarparu gwasanaethau cyhoeddus ar ei ran yn cydymffurfio â gofynion penodol y Cynllun fel a amlinellwyd gan y Cyngor. Bydd y Cyngor yn nodi pa fesurau perthnasol o'r Cynllun y bydd angen i'r trydydd parti gydymffurfio â nhw yn y manylebau tendro neu gontract. 		<ul style="list-style-type: none"> ○ Any arrangements made by the Council to use a third party to deliver services to the public on its behalf will comply with the specific requirements in the Scheme as outlined by the Council. The Council will outline which relevant measures in the Scheme the third party will have to adhere to within the tendering or contract specifications.

APPENDIX 3

<ul style="list-style-type: none"> Bydd angen i'r trydydd parti gadarnhau ei fod wedi cydymffurfio â'r mesurau perthnasol o'r Cynllun gyflwyno tystiolaeth. 		<ul style="list-style-type: none"> The Third party will need to confirm that it has complied with the relevant aspects of the Scheme by submitting evidence.
<p>Trefniadau gweinyddol a monitro</p>	<p>19</p>	<p>Administrative arrangements and monitoring</p>
<ul style="list-style-type: none"> Mae gan y Cynllun hwn gefnogaeth lawn y Cyngor. 		<ul style="list-style-type: none"> This scheme has the full support of the Council.
<ul style="list-style-type: none"> Y Clerc fydd yn gyfrifol am weithrediad y Cynllun o ddydd i ddydd o fewn y Cyngor. 		<ul style="list-style-type: none"> The Clerk will be responsible for implementing the Scheme on a day-to-day basis within the Council.
<ul style="list-style-type: none"> Yn ôl y galw bydd y Clerc yn sicrhau bod canllawiau a chyfarwyddiadau ar gael i bawb sydd yn ymwneud â gweithredu'r Cynllun. 		<ul style="list-style-type: none"> According to need, the Clerk will ensure that guidelines and instructions will be available to all who are involved in the implementation of the scheme.
<ul style="list-style-type: none"> Clerc y Cyngor fydd yn gyfrifol am fonitro gweithrediad y Cynllun. 		<ul style="list-style-type: none"> Responsibility for monitoring the Scheme will rest with the Clerk of the Council.
<ul style="list-style-type: none"> Bydd y Cyngor yn derbyn Adroddiad blynyddol byr ar weithrediad y Cynllun, a fydd yn cael ei gyhoeddi ar ein gwefan ac anfonir copi ohono at Gomisiynydd y Gymraeg. Bydd y Cyngor hefyd yn gwahodd trigolion Cymraeg yr ardal i gynnig eu barn am y gwasanaeth a sut y gellir ei wella, trwy gadw copi cyhoeddus o'r adroddiad yn Neuadd Sifig San Pedr. 		<ul style="list-style-type: none"> The Council will receive a brief annual report on implementing the Scheme that will be published on our website with a copy being sent to the Welsh Language Commissioner. Also the Council will invite local Welsh speaking residents to offer their views on the service and how it could be improved, by placing a copy of the Report in St Peter's Civic Hall.
<ul style="list-style-type: none"> Bydd y Cyngor yn rhoi cyhoeddusrwydd i'r cynllun yn rheolaidd. 		<ul style="list-style-type: none"> The Council will publicise the Scheme regularly
<p>Cwynion</p>	<p>20</p>	<p>Complaints</p>
<p>Dylid cyfeirio unrhyw sylwadau, cwynion neu awgrymiadau sy'n gysylltiedig â'r Cynllun i sylw:</p> <p>Emma Smith, Clerc y Cyngor, Neuadd Ddinesig San Pedr, Maes Nott, Caerfyrddin SA31 1PG, eesmith@carmarhtowncouncil.gov.uk 01267 235199</p>		<p>Any comments, complaints or suggestions regarding the Scheme should be addressed to:</p> <p>Emma Smith, Clerk of the Council, St Peter's Civic Hall, Nott Square, Carmarthen SA31 1PG – eesmith@carmarhtowncouncil.gov.uk 01267 235199</p>
<p>Adolygu</p>	<p>21</p>	<p>Review</p>

APPENDIX 3

Bydd y Cyngor yn adolygu cynnwys y Cynllun hwn pob 3 blynedd.

The Council shall review the contents of this Scheme every 3 years.



Risk Management Policy and Risk Assessment 2023/24

*Cyngor Tref Caerfyrddin
Carmarthen Town Council*

Introduction to Risk Management

Carmarthen Town Council is committed to identifying and managing risks, and to ensuring that risks are maintained at an acceptable level. Any action that is felt necessary will be taken by Carmarthen Town Council.

The Town Clerk will review risks on a regular basis, including any newly identified risks, and will report to the Finance & General Purposes Committees. The review will include identification of any unacceptable levels of risk.

The Local Council's Governance and Accountability Guidance makes the following observations regarding risk management:

- (1) Risk management is not just about financial managements; it is about setting objectives and achieving them in order to deliver high quality public services.
- (2) The new approach of local council audit places emphasis on local councils strengthening their own corporate governance arrangements, improving their stewardship of public funds and providing assurance to taxpayers. It goes on to make the point that Members are ultimately responsible for risk management because risk threatens the achievement of policy objectives. Members should, therefore –
 - a. take steps to identify key risks facing the Council,
 - b. evaluate the potential consequences to the Council if an event identified as a risk takes place,
 - c. decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

Risk Identification

Every year the Council will discuss the risks it believes that are present in discharging its responsibilities. Councillors will list risks and collectively classify them according to the likelihood of occurrence and severity of impact. This reflects the scale of both the Council's responsibilities and the potential risks that it faces.

Risk Register

The Council will record the results of its review of risks in a Risk Register. The register will record the assessment of risks, existing and proposed control measures and the Council's preferred strategy for dealing with identified risks.

Risk Tolerance

While there are some risks that the Council is willing to tolerate, there are specific risks that the Council will not accept. These include any course of action that will contribute or could reasonably be anticipated to contribute to the following occurrences:

- permanent injury or death to any of our residents , employees, Councillors or members of the general public;
- a prolonged loss or disruption to service for which we have responsibility to a significant number of our residents;
- any decision which would represent a significant departure from our annual budget;
- any breach of the law;
- breach of regulation which could lead to intervention and/or sanction;
- irreparable damage to the Council's reputation;

Insurance

The Council will maintain sufficient insurance cover to address known risks of injury to persons, assets, theft and fraud.

Assessing risk

The following matrix has been used to assess the likelihood of any risk, the impact and the overall score which then informs how urgently action needs to be taken. Risks are scored by multiplying the likelihood of a risk occurring (1-3) by the impact of that risk should it happen (1-3). Overall scores range from 1-9 and are colour coded using a traffic light system where green is low, amber is moderate, and red is high. Risk score of 6 and over (high risk) will be prioritised for action and mitigation.

Likelihood	Highly likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
	Impact			

Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

Carmarthen Town Council Risk Register

Area	Risk	Management of risk	Likeli- hood	Impact	Overall Score (Residual risk)	Action	Avoid Reduce Transfer Accept
Finance							
1.	Misuse of banking services	Banking services are reviewed regularly by the Deputy Town Clerk, Town Clerk and the Finance Committee. All cheques require two Member signatures. The Finance Committee and Council review all payments. The Schedule of Payments report is approved by the Finance Committee and signed by two Members and the Clerk/RFO.	2	3	6	Deputy Clerk > Clerk > Finance Committee	Reduce
2.	Loss of cash through theft or dishonesty (fidelity guarantee)	The Council has Fidelity Guarantee cover up to £750,000. No substantial amounts of cash handled by staff. Receipts needed for all transactions.	1	2	2	Deputy Clerk	Accept
3.	Insufficient arrangements to detect and deter fraud and/or corruption	Invoices are subjected to scrutiny by both the RFO and the cheque signatories.	1	3	3	Clerk > Finance Committee	Avoid
4.	Risk of employees suing the Town Council during the course of, or arising from, their employment	Covered up to £100,000.00 limit.	1	3	3	Deputy Clerk	Accept
5.	Insufficient checks such as bank reconciliations, independently reviewed to mitigate fraud or incorrect payments.	Bank statements are received on a regular weekly basis and are checked by staff and seen by the Town Clerk (RFO). The Deputy Town Clerk prepares a monthly Bank to Cashbook Reconciliation each and every month. Finance	1	3	3	Deputy Clerk > Clerk > Finance Committee > Auditors	Accept

Area	Risk	Management of risk	Likelihood	Impact	Overall Score (Residual risk)	Action	Avoid Reduce Transfer Accept
		Committee also undertakes a formal bank reconciliation on a quarterly basis.					
6.	Not keeping proper financial records in accordance with statutory regulations	Financial records kept in accordance with the statutory requirements, the Finance Committee manage all financial requirement and processes, which are reviewed as part of the Audit process.	1	2	2	Deputy Clerk > Clerk > Finance Committee > Auditors	Accept
7.	Not complying with restrictions on borrowing	The Council is within the current borrowing parameters.	1	1	1	Clerk > Finance Committee	Accept
8.	Not ensuring that all requirements are met under employment law and HMRC regulations	HMRC calculations are made by Carmarthenshire County Council Payroll Department on an agency basis, which are subject to the audit process. Salary forecasts are undertaken as part of the budget setting process, and incremental increases are recommended by the Management Committee to Council for adoption. Independent legal advice is taken as necessary.	1	2	2	Deputy Clerk > Clerk > Management Committee	Avoid
9.	Not ensuring all requirements are met under Customs and Excise regulations (especially VAT)	Monthly VAT returns submitted by the Deputy Clerk and monitored by the Clerk and Internal Auditor.	1	2	2	Deputy Clerk > Clerk > Internal Audit	Avoid
10.	Precept not submitted	Full Town Council Minute – Clerk follow up	1	3	3	Deputy Clerk > Clerk	Accept
11.	Precept not paid by County Council		1	3	3	Clerk	Transfer - CCC

Area	Risk	Management of risk	Likelihood	Impact	Overall Score (Residual risk)	Action	Avoid Reduce Transfer Accept
		Check and Report to Finance Committee. Unearmarked reserves are in place to protect to mitigate this risk.					
12.	Failure to ensure the adequacy of the annual precept within sound budgeting arrangements	The annual budget is considered and developed by the Finance Committee and approved by Council in accordance with the Council's budget procedure.	2	2	4	Deputy Clerk > Clerk > Finance Committee > Full Council	Accept
13.	Inadequate General & Earmarked reserves	Consider at budget setting	1	2	2	Deputy Clerk > Clerk > Finance Committee	Accept
14.	Irregular scrutiny of financial records and proper arrangements for the approval of expenditure	Comprehensive measures are in place for the internal and external approval of expenditure. Finance Committee considers financial reports on income and expenditure of a monthly basis. Internal and External audits are completed each year.	1	2	2	Deputy Clerk > Clerk > Finance Committee > Full Council > Audit	Accept
15.	Best Value – overspend on services.	Ensure correct tendering for services	2	2	4	All staff > Finance Committee	Reduce
16.	Failure to record in the minutes the precise powers under which expenditure is being approved.	Power to spend is noted for grant applications and kept under review. The Town Council declared itself eligible to use the General Power of Competence in June 2022, the power of first resort which fully mitigates this risk.	2	1	2	Deputy Town Clerk > Clerk > Finance Committee	Accept
Assets							
17.	Not maintaining an up-to-date register of Assets and Investments	An Asset Register is compiled annually by the Deputy Town Clerk and inspected by the Town Clerk. This is presented to	2	2	4	Deputy Town Clerk > Clerk > Finance	Reduce

Area	Risk	Management of risk	Likelihood	Impact	Overall Score (Residual risk)	Action	Avoid Reduce Transfer Accept
		Council with the Annual Accounts each year.				Committee > Full Council	
18.	Insufficient protection of physical assets e.g. buildings, furniture, equipment and regalia	Ensure all physical assets are insured. Review annually and when new assets are acquired.	1	3	3	Operations Officer > Deputy Clerk > Clerk > Finance Committee	Accept
19.	Risk of damage to third party property or individuals as a result of the Council providing services or amenities to the public. Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party.	Carmarthen Town Council has a Public Liability Insurance of £10,000,000. It has personal accident liability cover for employees, Members and volunteers under the above policy as well as Employer's Liability Cover. Loss of income covered in insurance	2	3	6	Deputy Clerk > Clerk > Finance Committee	Reduce
20.	Irregular maintenance of physical assets	<p>The Clerk and Operations Officer undertake regular inspections of the Civic Hall.</p> <p>The Operations Officer and Parks & Activities Officer undertake regular inspections of the Parks and Playing Fields.</p> <p>The Operations Officer and Cemetery Staff undertake regular inspections of the Burial Grounds. A topple testing programme across the whole cemetery will be undertaken over the next two years.</p> <p>Maintenance of buildings, sites and equipment is undertaken on a responsive</p>	2	2	4	Operations Officer Parks & Activities Officer Cemetery Staff Clerk	Accept

Area	Risk	Management of risk	Likeli- hood	Impact	Overall Score (Residual risk)	Action	Avoid Reduce Transfer Accept
		basis. Playground equipment is checked independently on an annual basis. All premises are maintained within approved budget. In-house maintenance is undertaken where possible, contractors are employed as required, with quotations received in advance of any work undertaken, other than any emergency work.					
21.	Security for vulnerable buildings, amenities or equipment	<p>The Council's public building, St Peter's Civic Hall, is managed by the Operations Officer supported by other Council staff as required. The Hall has a security system in place which consists of an alarm system and video surveillance equipment. Additionally, access to Council Offices is made through coded entry.</p> <p>Carmarthen Park has staff on duty during the daytime. Also a CCTV system is in operation.</p> <p>Carmarthen Cemetery has staff who ensure cemetery security. CCTV cameras have been installed in the cemetery Vehicular access is only available during certain hours.</p> <p>In the event of any breaches of security, appropriate measures are taken as soon as practicable to re-secure the property. Crime reports are obtained for all breaches of security by contacting Dyfed Powys Police.</p>	2	2	4	Operations Officer > Clerk	Accept

Area	Risk	Management of risk	Likelihood	Impact	Overall Score (Residual risk)	Action	Avoid Reduce Transfer Accept
		All security systems are linked to S4W / Dyfed Alarms.					
Governance							
22.	Inadequacy of insurance cover	A review of all buildings and property is undertaken periodically to establish re-build insurance for insurance purposes and then arrange for adequate insurance cover. Finance and General Purposes Committees' review the insurance at the time of renewal.	1	3	3	Operations Officer > Deputy Clerk > Clerk > Committees	Avoid
23.	Cyber and Commercial Crime	Loss limits each crime up to £50,000.00 Expenses limit each crime up to £5,000.00 Cyber Risk Insurance Limit of Indemnity up to £100,000.00	2	3	6	Operations Officer > Deputy Clerk > Clerk > Committees	Avoid
24.	Insufficient internal controls	Internal controls are reviewed as necessary by the Town Clerk. Recommendations from the Town Clerk are submitted to Council through the Finance and General Purposes Committees. Controls are tested as part of the audit process. Reports are presented to the Finance & General Purposes Committees and Minutes are kept accordingly.	1	3	3	Clerk > Committees	Accept
25.	Provision of amenities / facilities for local community groups	The Council has approved the use of the Civic Hall, parks and playing fields, for community groups and other	1	3	3	All staff	Avoid

Area	Risk	Management of risk	Likelihood	Impact	Overall Score (Residual risk)	Action	Avoid Reduce Transfer Accept
		organisations. The Civic Hall, rugby field, velodrome, offices at the Park Lodge and Penllwyn Park football pitch are hired on a charge basis. Users are advised to ensure their own public liability insurance cover and provide a copy to Council.					
26.	Undocumented professional services, contractors etc.	The Council endeavours to ensure that it has the opportunity to select (from several) the provider of any professional service it requires. Any professionals whose services it uses are well established and often selected on recommendation. Ideally a short-list of three is drawn up. Ensure that appropriate insurance and licences are in place.	1	3	3	All staff > Finance and GP Committees	Avoid
27.	Standing Orders and Financial Regulations dealing with the award of contracts for services or the purchase of capital equipment	The Council has Financial Regulations that govern the awarding of contracts. These are reviewed annually and were last reviewed and adopted in September 2019.	1	3	3	Finance Committee > Full Council	Accept
28.	Minutes fail to ensure legal powers are available and the basis of the powers recorded and correctly applied	The Town Clerk undertakes to ensure that the Council does not act 'Ultra Vires' when a decision is taken. It is recorded if the Council decides against the Clerk's advice. Where appropriate, legal powers bestowed on the Council will be recorded in the minutes against decisions taken. The minutes of meetings are also reviewed during the audit process.	1	2	2	Clerk > Committees > Full Council	Accept

Area	Risk	Management of risk	Likelihood	Impact	Overall Score (Residual risk)	Action	Avoid Reduce Transfer Accept
29.	Inadequacy of insurance cover provided by suppliers	Any contractors working for Carmarthen Town Council are asked for proof of insurance cover.	1	3	3	All staff	Avoid
30.	Not ensuring the proper use of funds granted to local community bodies under specific powers or Section 137, and in future to conform with Powers of Wellbeing when adopted by the Welsh Government.	Grant applications are considered by the Finance Committee and recommended to Council for approval. Section 137 grants and other donations are listed separately in the approved budget.	2	2	4	Deputy Clerk > Clerk > Finance Committee	Accept
31.	Failing to ensure proper, timely and accurate reporting of the Council business in the minutes	<p>Council minutes are prepared by the Deputy Town Clerk. They are distributed to Members in advance of the subsequent meeting, verified as a correct record as one of the first items of business of that meeting and signed at the meeting. Failure to do so is recorded. Committee minutes are presented to Council for information and comment and are signed as a correct record at the subsequent Committee meetings.</p> <p>All Council and Committee minutes are correctly numbered. Original signed copies are bound and kept in the main office.</p>	1	2	2	Deputy Clerk > Clerk > Committees > Full Council	Accept
32.	Insufficient response to electors wishing to exercise their rights of inspection	The rights of inspection to electors are adhered to in accordance with current legislation. In accordance with the Freedom of Information Act, all relevant documents are available on demand by post and, in addition, Council minutes are published on the Council's website.	1	1	1	Deputy Clerk > RFO	Accept

Area	Risk	Management of risk	Likelihood	Impact	Overall Score (Residual risk)	Action	Avoid Reduce Transfer Accept
33.	Failing to ensure the register of members' interests and gifts and hospitality is in place, complete, accurate and up-to-date	Council approved and implemented a Gifts and Hospitality Policy in 2018. The Members' register of interests is held by the Clerk. To the best knowledge of the Town Clerk these are accurate and up-to-date. It is the responsibility of Members to declare their interests during Council business.	2	2	4	Clerk	Reduce
34.	Failing to ensure staff security and wellbeing	Council Policies aim to promote Staff wellbeing. First Aid provided by trained staff on site	1	3	3	Clerk Operations Officer	Reduce
35.	Complaints about the Town Council	All complaints made about the Council should be recorded and dealt with in accordance with the Council's Complaint Policy and this should be reviewed regularly.	2	2	4	Clerk	Reduce
36.	Lack of procedures for dealing with and monitoring grants, or loans, made or received	As per Council's Financial Regulations, all borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose.	2	2	4	Deputy Clerk > Clerk > Finance Committee > Full Council	Accept
37.	Adoption of Codes of Conduct Policies for Members and Employees	The Council adopted the Code of Members' Conduct in June 2017 which is reviewed every year at the annual meeting. Employees' Code of Conduct is in accordance with their individual contracts of employment. The Town Council has	2	3	6	All staff > Full Council	Reduce

Area	Risk	Management of risk	Likelihood	Impact	Overall Score (Residual risk)	Action	Avoid Reduce Transfer Accept
		adopted a code of conduct for employees and relevant policies in respect of employee practices and these are reviewed regularly. Council formally adopted the provisions of the <u>National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service</u> - in July 2017.					
38.	Computer data safety	All necessary procedures and documents are computerised, and all relevant areas of staff computers are continuously backed-up. Cyber insurance is in place.	2	3	6	Operations Officer > Clerk	Reduce
39.	Event Management	Various risks need to be identified as part of planning and operational delivery of specific event Separate risk assessment are prepared for each event.	2	2	4	Community Well-being & Events Officer > Clerk	Accept
40.	Pandemic	Ensure that all Welsh Government guidance is followed and implemented in all aspects of Council's policies and operations. Carry out separate risk assessments to properly understand and mitigate risks posed.	2	3	6	Clerk > Full Council	Reduce

CTC Risk Schedule

Item	Frequency	Last Reviewed	Comments/ Actions
Insurance			
Public and Employers' Liability	Annual	May 22	
Money and Fidelity Guarantee	Annual	October 22	
Cover for Council Assets (as detailed on register)	Annual	May 22	
Safety Checks			
Equipment Electrical Safety Check	Annual	Nov 22	
Inspection of Skatepark and Playground Equipment by Qualified Inspector	Annual	June 22	
Other Inspections/Maintenance:			
Inspection of Playground Equipment by CTC	Weekly	Weekly	
Tree Maintenance	Annually and as Required	February 19	Booked for March 2023
Financial Matters:			
Banking Arrangements	Annual	May 21	
Insurance Providers	Annual	May 22	
VAT Return Completed/Submitted	Annual	Jan 23	
Annual Salary Review	Annual	Jan 23	
Other:			
Budget Agreed, Monitored and Reported	Annual	Monthly	
Precept Requested	Annual	Jan 23	
Payments Approval Procedure	Annual	Monthly at Finance Committee	
Bank Reconciliations Overseen By Councillors	Annual	Quarterly at Finance Committee	
Chairman's Allowance Reviewed and Agreed	Annual	Jan 23	
Members' Allowance Reviewed and Agreed	Annual	Jan 23	
Internal Audit	Annual	June 22	
External Audit	Annual	Awaiting response to most recent submission for 21/22	
Internal Check of Financial Records	Annual	Monthly at Finance Committee	

Record Keeping:			
Minutes Properly Numbered etc	On-going	Monthly	
Asset Register Available/Updated	On-going	As required	
Financial Regulations Available/Updated	On-going	Sept 19	
Standing Orders Available/Updated	On-going	May 22	
Back-up Taken of Computer Records	On-going	Continuous	
Archived Computer Records	On-going	Continuous	
Employees and Contractors:			
Contracts of Employment	Annual	As required	
Contractors' Indemnity Insurance	On-going	As required	
Written Arrangements with Contractors	On-going	As required	
Members' Responsibilities:			
Code of Conduct Adopted	On-going	May 22	
Register of Interests Completed and Updated	Annual	Sept 22	
Register of Gifts/Hospitality	On-going	Continuous	
Declarations of Interests Minuted	On-going	Continuous	

The information given above was agreed at the Town Council Meeting held on XXXXXX 2023 as being a correct record.

Signed:

Date:

Chairman

Clerk