



**NUTHURST PARISH COUNCIL
FINANCIAL RISK ANALYSIS**
For the period 2018-2019

Date Adopted	Minute Number	Review Date
Nov 2018	2011/18	Nov 2019
Nov 2019		

RISK	RISK LEVEL (High = 6 Low = 1)						CONTROLS	FUTURE CONTROLS	TARGET DATE	SEPARATE DOCUMENTS
	1	2	3	4	5	6				
Handling/Processing Cheques - Theft	*						Cheques require 3 authorised signatories.	Will continue with 3 authorised signatories.		Signatory Mandate
Bank Accounts	*						Authorised Access	Continued authorised access.		Signatory Mandate
Placement of Order/Contracts	*						Procedures set out in Financial Regulations.	Financial Regulations updated annually.	May Annually	Financial Regulations
Payroll & NI	*						WSCC prepare Clerks payroll & NI Contributions.	Continue to use WSCC payroll service.		
VAT Returns	*						Quarterly Review of accounts.	Continue to review accounts quarterly.		Financial Regulations
Insurance: Playground		*					Weekly visual/quarterly operational & Annual inspection.	Continue with inspections.	June Annually	ROSPA Report
Public Open Spaces		*					Physical tree inspection every 4 years & annual visual inspection. Risk Assessments prepared for events.	Continue with tree inspections & requirement for Risk Assessments.	Autumn every 3 years. Prepared each event.	Tree report Risk Assessment
Claims	*						£10m Public Liability Insurance.	Continue with £10m Public Liability Insurance.	May Annually	Insurance Policy
Adequate Cover	*						Reviewed Annually	Continue to review annually.	May Annually	Insurance Policy

Staffing Absence of Clerk through long term illness.		*					Monthly meetings with Chairman, procedure manual.	Continue with monthly meeting, update procedure manual.		Procedure Manual.
Budget	*						Reviewed annually, monthly bank rec's, quarterly Financial reports.	Continue to review annually, monthly bank rec's and quarterly reports.	November Annually	Financial Reports
Reserves	*						Quarterly Financial reports.	Clerk to continue preparing quarterly reports.	Quarterly	Financial Reports.
Parish Documents Minutes 1894-2016 stored at West Sussex Record Office, WSCC, 3 Orchard Street, Chichester	*						Stored by the Clerk, inventory of locations.	Continue to update inventory.	Annually	Inventory & Asset Register
Website	*						Updated by Clerk & back-up by Profitable Websites..	Profitable Websites to continue with back-ups.	Monthly	Profitable Websites
Passwords	*						Given to Chairman in sealed envelope.	Continue to be held by the Chairman.	When required.	
Back Up		*					Monthly backups on iCloud.	Continue to back-up on iCloud.	Monthly	iCloud
Procedures Financial Regulations Standing Orders Complaints Procedures Financial Risk Assessment	*						Reviewed Annually (Check for NALC updates)	Continue to review Annually and check NALC updates).	Annually	
Legislation	*						Regularly check NALC/SALC updates.	Regularly check NALC/SALC updates.	Weekly	
Parish Council Assets Bus Shelters Street Lighting Columns		+					Annual Physical inspection. Maintained by SSE & inspected every 6 months.	Continue annual inspection. Continue SSE maintenance.	Annually 6 Months	Action Repair Action Report
Finger Posts Jubilee Trees		+					Annual Physical Inspection. Annual Physical Inspection.	Continue annual inspection. Continue annual inspection.	Annually Annually	Action Repair Action Repair

Jubilee Signs	+						Annual Physical Inspection.	Continue annual inspection.	Annually	Action Repair
Benches	+						Annual Physical Inspection.	Continue annual inspection.	Annually	Action Repair
Village Green (Deeds held in WSCC Archives)		+					Monthly Physical Inspection.	Continue monthly inspection.	Monthly	Action maintenance
Updated 1 st March 2018										

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Adopted by Full Parish Council Nov 2018 to be reviewed by Full Parish Council Nov 2019