



**NUTHURST PARISH COUNCIL
FINANCIAL RISK ANALYSIS**
For the period 2019-2020

Date Adopted	Minute Number	Review Date
Nov 2018	2011/18	Nov 2019
Dec 2019	162-19/20	Dec 2020
Dec 2020		

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, submit VAT returns annually.	Continue to review accounts quarterly, continue to submit annually.		Financial Regulations
Insurance: Playground		*					Weekly visual/quarterly operational & Annual inspection.	Continue with inspections.	June Annually	ROSPA Report
Public Open Spaces		*					Physical tree inspection every 18 months. Risk Assessments prepared for events.	Continue with tree inspections & requirement for Risk Assessments.	Every 18 months. Prepared each event.	Tree report Risk Assessment
Claims	*						£10m Public Liability Insurance. Reviewed Annually	Continue with £10m Public Liability Insurance.	May Annually	Insurance Policy Insurance

Adequate Cover	*							Continue to review annually.	May Annually	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		*					Daily Back-ups from One Drive to Datto Datacentre (Netcom IT Solutions)	Continue to back-up from One Drive to Datto Datacentre	Every 4 hours	Datto Datacentre (Netcom IT Solutions)
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	+					Annual Physical Inspection.	Continue annual inspection.	Annually	Action Repair
Jubilee Trees		+				Annual Physical Inspection.	Continue annual inspection.	Annually	Action Surgery
Memorial Trees		+				Annual Physical Inspection.	Continue annual inspection	Annually	Action Surgery
Shrubs in Church Road		+				Annual Physical Inspection.	Continue annual inspection	Annually	Action Surgery
Jubilee Signs		+				Annual Physical Inspection.	Continue annual inspection.	Annually	Action Repair
Village Gateways	+					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 11 th November 2019 2018									

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Adopted by Full Parish Council Nov 2018, reviewed & adopted by Full Parish Council Nov 2019, to be reviewed Nov 2020.