



**NUTHURST PARISH COUNCIL
FINANCIAL RISK ANALYSIS**
For the period 2021-2022

Date Adopted	Minute Number	Review Date
Nov 2018	2011/18	Nov 2019
Dec 2019	162-19/20	Dec 2020
Oct 2021	122-21/22	Oct 2022

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 virtual meetings with Chairman, procedure manual.	Continue with monthly virtual 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	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 27 th Sept 2021									

Clerk to Nuthurst Parish Council, 107 Morris Drive, Billingshurst, West Sussex RH14 9ST Tel, 07584 308 408 Email, clerk@nuthurst-pc.co.uk

Cllr T Nelson Sarah Hall (Clerk) 27th September 2021