

NUTHURST PARISH COUNCIL
FINANCIAL RISK ANALYSIS
For the period 2025-2026

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 operational & Annual inspection. Physical tree inspection every 18 months. Risk Assessments prepared for events. £10m Public Liability Insurance. Reviewed Annually	Continue with inspections.	June Annually	ROSPA Report
Public Open Spaces		*						Continue with tree inspections & requirement for Risk Assessments.	Every 18 months. Prepared each event.	Tree report Risk Assessment
Claims	*							Continue with £10m Public Liability Insurance.	May Annually	Insurance Policy
Adequate Cover	*							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		*					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 Finger Posts Jubilee Trees Memorial Trees Shrubs in Church Road Jubilee Signs	+ + + + + + +	+ + + + +					Annual Physical inspection. Maintained by Streetlights Ltd & inspected every 6 months. Annual Physical Inspection. Annual Physical Inspection. Annual Physical Inspection. Annual Physical Inspection.	Continue annual inspection. Continue Streetlights Ltdfriskf maintenance. Continue annual inspection. Continue annual inspection. Continue annual inspection Continue annual inspection	Annually 6 Months Annually Annually Annually Annually	Action Repair Action Report Action Repair Action Surgery Action Surgery Action Surgery 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)		+					Annual Physical Inspection.	Continue annual inspection.	Monthly	Action
							Monthly Physical Inspection.	Continue monthly inspection.		Maintenance
Updated 14 th May 2025										

Clerk to Nuthurst Parish Council, Nuthurst Parish Council, P O Box 1098, Horsham, West Sussex, RH12 9YX
email: clerk@nuthurst-pc.gov.uk www.nuthurst-pc.gov.uk Contact Number: 07795 593369