## <u>Great Barton Parish Council – Internal Controls 2022/23</u>

As part of its internal controls, the Council conducts a review of the system of internal controls via the following tests on an annual basis with a written report of any findings submitted to the Council and minuted as received.

Control Test	Comments
Ensure the Asset Register is up to date	Council reviewed and approved the Asset Register on 16/5/22. Clerk updates the register following every purchase. A review of the village assets was undertaken by the Council and reported to the Council meeting on 20/2/23.
Regular maintenance arrangement for physical assets.	Play equipment inspected weekly by Clerk and 1 Councillor (Steve Todd) and inspected monthly by West Suffolk Council. Any faults reported to Council immediately.
Annual review of the Risk Assessments, including financial risk.	Council reviewed and approved the Risk Assessments on 20/2/23.
Annual review of adequacy of insurance.	Council reviewed and approved the insurance cover on 17/10/22 and confirmed again on 20/2/23. Including the Fidelity Guarantee cover, public and employers' liability. Following a new insurance policy being taken, the Locum Clerk suggested increasing the fidelity insurance 20/2/23
Awareness of Standing Orders.	Council reviewed and approved the latest NALC Model Standing Orders on 16/5/22 and 20/2/22
Awareness of Financial Regulations	Council reviewed and approved the Model Financial Regulations on 16/5/22 and 20/2/23
Regular bank reconciliation, independently reviewed	Bank reconciliations are reviewed and approved on a monthly basis for the current account and quarterly for the reserve account. Checked by the chair and a rota of Councillors
Regular scrutiny of Cash Book to ensure income and expenditure correctly recorded	The Cash Book is scrutinised as part of the quarterly bank reconciliation process
Ensure annual budget for the following financial year is approved	Council reviewed and approved the budget for the financial year 2022-23 on 13/12/22. Then resolved to request the precept from West Suffolk Council on the same date.
Proper arrangements are in place for the approval of expenditure	Every item of expenditure is proposed and seconded by members, voted on and recorded in the minutes.  Quotations are considered and approved if applicable
Recording in minutes the precise powers under which expenditure is approved	Every item of expenditure has the power recorded in the minutes and cashbook
Payments supported by invoices, authorised and minuted	Every payment is supported by an invoice, authorised by the Council and minuted at every meeting. Cheques are signed by 2 authorised signatories, invoices and cheque stubs are initialled by the 2 signatories. Invoices for £1000+ are checked and initialled by 3 signatories.
Ensure the maximum amount of s137 expenditure is calculated annually and reported to Council	Council notes expenditure made under LGA S137 at each meeting and in the cashbook

Ensure income, including precept, is correctly received, recorded and banked  Ensure all staff have an Employment Contract than transfer  Ensure all staff have an Employment Contract than contract. The new Clerk/RFO will have an Employment Contract with a contract. The new Clerk/RFO will have an Employment Contract Records are updated to record changes in legislation  Records are updated to record changes in legislation are updated to record changes in legislation are received from SALC informing the Clerk of any changes in legislation. The Clerk regularly attends training sessions delivered by SALC and WSC. Records are updated as necessary.  PAYE/NIC/Pension properly operated by the Council as an employer  PAYE/NIC/Pension properly operated by the Council as an employer  PAYE/NIC/Pension properly operated by the Council as every meeting and is paid to HMRC via its online PAYE software. Any PAYE/NIC due is notified to the Council at every meeting and is paid by direct debit. Pension arrangements in place for the Clerk if required All VAT is recorded in a separate column in the Cash Book and reclaimed every 6-12 months. VAT reclaim for 2022-23 as at 31/3/23.  Regular financial reporting to Council  Regular financial reporting to Council  The Clerk provides a monthly report to the Council which includes: bank balances; credits received; payments made under S137; transfers between bank accounts; a list of reserves held along with budgets and any earmarked funds. The report is included in the minutes.  Council reviewed and approved budget versus actual income and expenditure on a quarterly basis.  West Suffolk Council are not currently part of the Cl. scheme. Any funds received under S106 are noted in the minutes and kept in a separate reserve.  Compliance with Local Transparency Code  Compliance is demonstrated by the following records published on the Parish Council page on the village website: items of Expenditure Over £500; End of Year Accounts; End of Year Bank Reconciliation; Significant Variances; Annual Gov		
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minutes and kept in a separate reserve.  Compliance with Local Transparency Code  Compliance is demonstrated by the following records published on the Parish Council page on the village website: Items of Expenditure Over £500; End of Year Accounts; End of Year Bank Reconciliation; Significant Variances; Annual Governance Statement; Internal Audit Report; external audit report; list of Councillor Responsibilities; Details of Land and Public Buildings; minutes, agendas and meeting papers; explanation of reserves; provision of the exercise of public rights; notice of conclusion of audit.  Compliance with GDPR  The following documents are in place:  Audit / Impact Assessment  Privacy Notices  Procedures for dealing with Subject Access Requests  Procedures for dealing with Data Breaches  Data Retention & Disposal Policies  Every new Member completes a Register of Interests form which is submitted to the District Council. Members	CIL reporting to Parish and District Councils in	West Suffolk Council are not currently part of the CIL
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Requests  • Procedure for dealing with Data Breaches • Data Retention & Disposal Policies  Procedures in place for recording and monitoring Members' Interests.  Every new Member completes a Register of Interests form which is submitted to the District Council. Members		Privacy Notices
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Procedures in place for recording and monitoring Members' Interests.  Every new Member completes a Register of Interests form which is submitted to the District Council. Members		Procedure for dealing with Data Breaches
monitoring Members' Interests. form which is submitted to the District Council. Members		Data Retention & Disposal Policies
	•	,
are asked to declare any interests at every meeting and	monitoring Members' Interests.	form which is submitted to the District Council. Members
these are recorded in the minutes. Members reminded		these are recorded in the minutes. Members reminded
to update their Register of Interest forms quarterly.		to update their Register of Interest forms quarterly.

Adoption of Local Code of Conduct	Council adopted the Suffolk Code of Conduct 2014 on 16/5/22
Completion of Declaration of Acceptance of Office for Chairman and Co-Opted Members.	All members, including the Chairman and Vice-Chairman, completed and signed a Declaration of Acceptance of Office
Review of Internal Audit and control arrangements	Council carried out a review of the effectiveness and scope of their internal audit and this was reviewed at the full council meeting on 16/5/22. Control arrangements were also reviewed on 20/2/23
Appointment of RFO	The RFO is appointed annually. This was minuted on 16/5/22
Appointment of Internal Auditor	The internal auditor is appointed annually. This item was minuted on 16/5/22 and confirmed on 20/2/22
Review of fees	Council reviewed their fees for advertising in the village newsletter on 16/5/22
Review of policies	Policies are reviewed annually in line with elections and this was minuted on 16/5/22