

<i>Last year Internal controls audited 12.03.25 - next year will be anything after this date</i>			
<i>Internal control checks - to be reviewed at F&amp;GP meeting 15/04/26 DATE</i>			
<b>Account Transactions over £500</b>			
For the period 1 April 2025 to 31 March 2026			
All have been done in the monthly reconciliation checks with a councillor			
<b>Preparation of all documentation required for the Annual Parish Council meeting</b>			
<b>Document name</b>	<b>Notes</b>		
Standing orders	Reviewed at F&GP 15.04.26 - to go to full Annual Parish council May Meeting 2026 for approval		
Financial regulations	Reviewed at F&GP 15.04.26 - to go to full Annual Parish council May Meeting 2026 for approval		
TOR for F&GP committee	Reviewed at F&GP 15.04.26 - to go to full Annual Parish council May Meeting 2026 for approval		
TOR for HR committee	Reviewed at F&GP 15.04.26 - to go to full Annual Parish council May Meeting 2026 for approval		
Social Media Policy	Previously agreed at FC 23/10/2024 to be reviewed in 23/10/2026, to go to full Annual Parish council May Meeting 2026 to confirm adoption		
Complaints procedure	Previously agreed at FC 25/09/2024 to be reviewed in 25/09/2026, to go to full Annual Parish council May Meeting 2026 to confirm adoption		
Freedom of information procedure and Publication Scheme	Previously agreed at FC 21/05/2025 to be reviewed in 21/05/2025, to go to full Annual Parish council May Meeting 2026 to confirm adoption		
Code of conduct	Agreed annually at Annual Parish council May Meeting - next will be 2026 for approval		
<b>Audit of Councillor compliance with below</b>			
Acceptance of office	see below		
Register of Interests	see below		
Social Media Policy ( in induction document)	see below		
Code of Conduct ( in induction document)	see below		
Office Member Protocol ( in induction document)	see below		
Induction document	see below		
Standing Orders( in induction document)	see below		
Financial Regulations ( in induction document)	see below		
Meeting Schedule ( in induction document)	see below		
Good Councillor Guide ( in induction document)	see below		
Transparency Code ( in induction document)	see below		
<b>Name</b>	<b>Date signed induction pack</b>	<b>Date signed acceptance of office</b>	<b>Date last updated ROI</b>
Jonathan Prinn	16/05/25	14.05.25	7/5/2025
Sue Harbord	20/5/2025	14.05.25	20/5/2025
Suz Horsfield	16/5/2025	14.05.25	14/5/2025

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Raymond Pearce	8/5/2025	14.05.25	14/5/2025
Clive Sargeant	20/5/2025	14.05.25	10/5/2025
Chris Piper	28/05/25	14.05.25	14/5/2025
Louise Laybury	13/5/2025	14.05.25	7/11/2025
Melvin Gymer	13/5/2025	14.05.25	13/5/2025
Carol Ayres	3/9/2025	27/8/2025	02/09/25
James Emuss	28/03/26	25.03.26	AWAITING

<b>Finanacial Regs</b>
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<b>Compliance required</b>	<b>Findings</b>
<p>2.4 - <u>At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.</u></p> <p>2.5 - <u>The accounting control systems determined by the RFO must include measures to:</u></p> <ul style="list-style-type: none"> <li>- ensure that risk is appropriately managed;</li> <li>- ensure the prompt, accurate recording of financial transactions;</li> <li>- prevent and detect inaccuracy or fraud; and</li> <li>- allow the reconstitution of any lost records;</li> <li>- identify the duties of officers dealing with transactions and - ensure division of responsibilities</li> </ul>	<p>This was reviewed and agreed by FC 28/1/2026 - no amendments made</p>

<p>2.6 - <u>At least once in each quarter, and at each financial year end, a member other than the Chair or Chair of Finance shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council Council Committee.</u></p>	<p>This had been done every month as part of councillor checks</p>
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<b>Transparency Audit info</b>
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	<b>Findings</b>
All Meetings Agenda advertised with at least 3 clear days' notice	Yes
All Meetings Minutes published on website	Yes
Regular audit of banking reconciliation	Yes
Councillor Register of Interests	See below

