

APPROVED

By Finance and General purposes committee 12.03.25 - ref F2025.03.13.6

Internal control checks - to be reviewed at F&GP meeting 12.03.25

Account Transactions over £500

For the period 1 April 2024 to 4 February 2025

Unity Current Account (T1)

Date	Source	Description	Reference	Spend	PC meeting date where payment schedule was authorised	Minute ref	Notes
26 Apr 2024	Spend Money	CALC (Cornwall ALC Limited)	Annual membership subs CALC & NALC - 2424_136 -	1,232.25	23.04.25		As per Financial Regulations - Appendix 1 - ,List of Creditors who are so frequent and stable thatthey do not require ratification ar Parish prior to payment'
26 Apr 2024	Spend Money	Rialtas Business Solutions LTD	31527 - Ylend 2024 ALPHA closedown R&P Bronze Scheme	682.80	23.04.25		As per Financial Regulations - Appendix 1 - ,List of Creditors who are so frequent and stable thatthey do not require ratification ar Parish prior to payment'
30 May 2024	Spend Money	Katie-Marie Goodwright	May Salary	767.20	28.05.25		
31 May 2024	Spend Money	Mark Rogers	Electrical Inspection MRE 1930	612.16	28.05.25		
27 Jun 2024	Spend Money	Katie-Marie Goodwright	June Salary + Expenses (REC)	1,501.46	26.06.2025	X26.06.24-11	
29 Jul 2024	Spend Money	Katie-Marie Goodwright	July salary + expenses	1,517.90	24.07.25	24.07.24-13	
29 Jul 2024	Spend Money	Cornwall Council	23 - 24 internal audit 8100490242	936.00	24.07.25	24.07.24-13	
06 Aug 2024	Spend Money	Cornwall Council	Rates for Public toilet 2017 - 2019	2,011.80	21.08.25	XO21.08.24	
30 Aug 2024	Spend Money	Katie-Marie Goodwright	August Salary	1,722.52	21.08.25	XO21.08.24	
30 Aug 2024	Spend Money	Liskerrett Cleaning Services Ltf	Cleaning Pavilion & Public Toilet Jul/Aug 2408001	555.00	21.08.25	XO21.08.24	
30 Aug 2024	Spend Money	Stephen Blatchford	13/08/24 - Pitch Cut - 7/24	850.00	21.08.25	XO21.08.24	
30 Aug 2024	Payable Payment	Payment: Apple Retail UK Limited	Clerk Macbook Air AJ72137859	759.00	21.08.25	XO21.08.24	
06 Sep 2024	Spend Money	Playdale Playgrounds Ltd	1/2 Play park repairs Inv 0000056824 (106 project)	1,918.93	21.08.25	XO21.08.24	
27 Sep 2024	Spend Money	Katie-Marie Goodwright	Sept Salary	1,500.44	25.09.25	25.09.2024 - 14	
27 Sep 2024	Payable Payment	Payment: Liskerrett Cleaning Services Ltf	(PA) Cleaning Pavilion & Public Toilet Aug/Sep - 2409001	532.50	25.09.25	25.09.2024 - 14	
27 Sep 2024	Payable Payment	Payment: Playdale Playgrounds Ltd	2/2 Play park repairs Inv 0000057297	1,918.93	25.09.25	25.09.2024 - 14	
25 Oct 2024	Payable Payment	Payment: Cleerway Community Church	GRANT1 - s137 Grant - £500 towards toddler group rent (grant1)	500.00	23.10.25	23.10.2024 - 11	
25 Oct 2024	Spend Money	Katie-Marie Goodwright	Salary and expenses	1,570.34	23.10.25		Difference due to way reconciled in Xero but amount is correct
25 Oct 2024	Payable Payment	Payment: Playdale Playgrounds Ltd	1/2 Roundabout repair 57560 (106 grant) (REC)	2,824.87	23.10.25	23.10.2024 - 11	
25 Oct 2024	Payable Payment	Payment: Liskerrett Cleaning Services Ltf	(PA) Cleaning Pavilion & Public Toilet Sep/Oc - 2410001 (REC)	567.00	23.10.25	23.10.2024 - 11	
29 Nov 2024	Payable Payment	Payment: Allotment Association	EMR funds transfer	1,500.00	27.11.25	27.11.24- 11	
29 Nov 2024	Payable Payment	Payment: Katie-Marie Goodwright	Nov Salary	2,087.26	27.11.25	27.11.24- 11	
29 Nov 2024	Payable Payment	Payment: Liskerrett Cleaning Services Ltf	(PA) 2411001 Cleaning Pavilion & Public Toilet Oct/Nov	637.50	27.11.25	27.11.24- 11	
29 Nov 2024	Payable Payment	Payment: Playdale Playgrounds Ltd	(REC) 2/2 Roundabout repair 58151 (106 grant)	2,824.88	27.11.25	27.11.24- 11	
29 Nov 2024	Payable Payment	Payment: Stephen Blatchford	(REC) (PA) 001 - Pitch cutting 11/ 24	680.00	27.11.25	27.11.24- 11	
10 Dec 2024	Payable Payment	Payment: St Cleer Parish Church	GRANT2 - Grant application £500 grass cutting & general maintenance	500.00	18.12.25	18.12.24-12	
20 Dec 2024	Payable Payment	Payment: Moorland Fuels	1000l Oil 1056398	614.87	18.12.25	18.12.24-12	
20 Dec 2024	Payable Payment	Payment: Katie-Marie Goodwright	December Salary + Expenses (REC)	2,477.10	18.12.25	18.12.24-12	
20 Dec 2024	Payable Payment	Payment: Liskerrett Cleaning Services Ltf	(PA) 2412001 - Cleaning Pavilion & Public Toilet Nov/Dec	606.49	18.12.25	18.12.24-12	
23 Jan 2025	Spend Money	HMRC SDDS)	(DD) Quarterly PAYE DD	1,118.28	26.03.25	Not yet happened	

Preparation of all documentation required for the Annual Parish Council meeting

Document name	Notes
Standing orders	Last reviewed 25.09.24 (no new template available) - no changes to be made
Financial regulations	Last reviewed 21.08.24 (no new template available) - no changes to be made
TOR for F&GP committee	Last reviewed 21.08.24 - no changes to be made
TOR for HR committee	Last reviewed 21.08.24
Social Media Policy	Last reviewed 23.10.2024 - No changes to be made
Complaints procedure	Last reviewed 25.09.24 - No changes to be made

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23.10.24	Jon prinn	SLCC £1501.46 overpaid by 10p-BT - missing invoice to check - this was added after (was a standard direct debit amount)
27.11.24	Clive sargeant	No Anomilies
18.12.24	Suz horsfield	No Anomilies
22.01.25	Louise Laybury	No Anomilies
26.02.25	Raymond Pearce	- A difference found in pay slip amount and amount paid - this was explained by a note on the payment in Xero due to tax underpayment re-payment

Transparency Audit info			
	Findings 12.03.25		
All Meetings Agenda advertised with at least 3 clear days' notice	Achieved		
All Meetings Minutes published on website	Achieved		
Regular audit of banking reconciliation	Achieved		
Councillor Register of Interests	See below		
Councillor Acceptance of office / Code of Conduct confirmation	See above "Audit of Councillor compliance with below" / below "Details on info above for current councillors "		
Councillor Social Media Compliance	See above "Audit of Councillor compliance with below"		
Tenders	NA		
Details on info above for current councillors			
	ROI updated	Acceptance of office	Notes
Sue Harbord	26/11/2024	22/5/2024	
Jonathan Prinn	17/11/2024	25/5/2023	
Raymond Pearce	21/8/2024	21/8/2024	
Clive Sargeant	25/9/2024	21/8/2024	
Chris Piper	1/7/2024	1/7/2024	
Brian Smith	27/11/2024	9/4/2024	
Louise Laybury	30/10/2024	23/10/2024	
Ivor Morris	12/5/2021	12/5/2021	
Suz Horsfield	27/11/2024	13/12/2023	
Melvin Gymer		26.02.25	
Internal control policy - review effectiveness			
Notes 12.03.25			
On review of this document we will add to the monthly bank recs we will add all payents over £500 for review			
Noted finance committee very please with how internal review has gone and noticed considerable improvement since last financial year			