



WRPC Internal Control Policy

Issue 5 : April 2025
Readopted : April 2025
Review : April 2026

WEST ROW PARISH COUNCIL INTERNAL CONTROL STATEMENT FOR YEAR ENDING 31 MARCH

1. SCOPE OF RESPONSIBILITY

West Row Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently, and effectively.

The council is responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can, therefore, only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively, and economically.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The council reviews its obligations and objectives and approves budgets for the following year at its January meeting. The January meeting of the council approves the level of precept for the following financial year.

The full council meets twelve times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the parish clerk.

The council carries out regular reviews of its internal controls, systems, and procedures. See attached Report.

Clerk to the Council/Responsible Finance Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for advising on the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.

Payments:

All payments are reported to the council for approval. Two members of the council must sign every cheque or order for payment. The signatories should consider each payment against the relevant invoice, sign the invoice, and initial the cheque counterfoil. All authorised cheque signatories are members of the Council. No officer of the Council can sign cheques. Where delegation permits, as per s.101(1)(a) of the Local Government Act of 1972 and the Council's Financial Regulations, a report will be provided to the next full Council.

Income:

All income is received and banked in the council's name in a timely manner and reported to the council.

Risk Assessments/Risk Management:

The council reviews its risk assessment annually and regularly reviews its systems and controls.

Internal Audit:

The council appoints an independent and competent internal auditor who reports to the council on an annual basis on the adequacy of it's:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management

External Audit:

The council's external auditors, submit an annual certificate of audit which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The council has responsibility for conducting an annual review of the effectiveness of the system of internal control, which should include a review of the effectiveness of internal audit. The results of that review must be considered by the Council, which should also approve the Statement of Internal Control.

Chairman

RFO/Clerk

Approved and adopted by West Row Parish Council

Meeting date: 16th April 2025

INTERNAL CONTROL REPORT

The Accounts & Audit (England) Regulations 2015 aims to strengthen governance and accountability through requirements related to internal control and internal audit.

Whilst the Parish Council has reviewed the effectiveness of the internal audit (independence, competence, proportionate and scope), it has a requirement levied on it to ensure that its financial management is adequate and effective and that it has a sound system of internal control: -

‘The regulations require active participation by members in providing positive assurance to the electors of their stewardship of public money. The framework of accountability is risk-based i.e., level of control and management must be appropriate to the risk involved. The Council must determine the most appropriate method of internal control. Care should be taken to ensure that internal control tests are proportionate and relevant and that they are neither seen as, nor intended as, undue interference in the RFO’s day to day management of financial affairs.’

As part of its internal control, West Row Parish Council has appointed a non-signatory Councillor to conduct a review of the system of internal control via the following tests on a quarterly basis with a written report of any findings to be submitted to the Council and minuted as received.

CONTROL TEST	TEST DONE	COMMENTS – check documents and initial
	Yes/No	
Ensuring an up-to-date Register of Assets	Yes	Defib & Cabinet, Pamments Garage & Village Hall Car Park. Footpath Sign, 6 x Office Tables, Christmas Tree Decorations, Remembrance Poppy Display, Tea Urn and Tea Pots
Regular maintenance arrangement for physical assets	Yes	
Annual review of risk and the adequacy of Insurance cover	Yes	Carried out at renewal February 2025
Annual review of financial risk	Yes	Carried out at Budget Setting December 2024
Awareness of Standing Orders and Financial regulations	Yes	April 2025

Adoption of Financial and Standing Orders	Yes	April 2025
Regular reporting on performance by contractors	N/A	
Annual review of contracts (where appropriate)	Yes	
Regular bank reconciliation, independently reviewed	Yes	As per Financial Policy
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Yes	As per Financial Policy
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved	Yes	
Payments supported by invoices, authorised and minuted	Yes	
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	Yes	
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification	Yes	
Contracts of employment for staff	Yes	Clerk
Contract annually reviewed	Yes	Appraisal October Annually
Updating records to record changes in relevant legislation	Yes	
PAYE/NIC properly operated by the Council as an employer	Yes	
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook	Yes	
Regular financial reporting to Parish Council	Yes	Monthly
Regular budget monitoring statements as reported to Parish Council	Yes	Budget Comparison Document Quarterly
Compliance with DCLG Guide <i>Open & Accountable Local Government</i> 2014, Part 4: Officer Decision Reports	Yes	
Compliance with Local Transparency Code Of 2014: Items of expenditure incurred over £500	Yes	

Verifying that the Council is compliant with the General Data Protection Regulation requirements:	Yes	Policy adopted June 2024
Are the following in place:		
• Audit / Impact Assessment	Yes	Policy adopted June 2024
• Privacy Notices	Yes	Policy adopted June 2024
• Procedures for dealing with Subject Access Requests	Yes	Policy adopted June 2024
• Procedure for dealing with Data breaches.	Yes	Policy adopted June 2024
• Data Retention & Disposal Policies	Yes	Policy adopted June 2024
Minutes properly numbered and paginated with a master copy kept in for safekeeping	Yes	Clerk holds Master copies
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality	Yes	WSC Electoral Services
Adoption of Codes of Conduct for Members	Yes	June 2024
Declaration of Acceptance of Office	Yes	WSC Electoral Services

Date of review of system of Internal Controls.....

Review of system of Internal Controls carried out by:

Name Cllr Lisa Baker

Signature.....

Report submitted to Council

(date) 16th April 2025

(minute reference)

Next review of system of Internal Controls due April 2026

Additional comments by reviewer: