

Internal Controls

Non-confidential

Report by: Elaine Atkin

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Report to: Parish Council 06/2025

As per guidance in the Practitioner's Guide, Council's internal controls are as set out in its approved Standing Orders and Financial Regulations. These include controls relating to:

- Member approval of invoices/payments
- Council approval of changes to bank mandates and any changes to bank accounts
- Use of credit card – limit set, balance cleared monthly
- Regular risk assessment, to protect the safety of council assets and money
- Approval of staff remuneration/payroll
- Robust handling of VAT
- Assets secured, maintained and managed

Council's internal controls are also reviewed each year by our internal auditor.

Recommendation

Council resolves that there are adequate internal controls in place.