

ANNUAL INTERNAL CONTROL CHECK SUITE TEMPLATE - 2023/24

CONTROL TEST	DATE TESTED / INITIAL	EVIDENCE (continue on reverse if needed)	CLERK'S COMMENTS
Annual review of risk and the adequacy of Insurance cover	02/03/24 NT	Nothing appears to have been missed. Insurance cover in my opinion is adequate for our requirements.	<p style="color: red;">From your knowledge of parish council work and scrutiny of records has anything been missed or not declared?</p> <p>This can be reviewed as required but is always reviewed for just before renewal in October for approval at next annual meeting.</p> <p>Insurance documents attached. Asset register on website (Policies, procedures & control documents).</p>
Compliance with DCLG Guide Open & Accountable Local Government 2014, Part 4: Officer Decision Reports [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/343182/140812_Openness_Guide.pdf]	27/02/24 NT	Reviewed guidelines and confirm that we are following those guidelines.	<p style="color: red;">Is Walsham le Willows Parish Council reasonably complying with this guidance?</p>
Declarations of Acceptance of Office	27/02/24 NT	RB – 5/5/23. IB – 10/5/23. AB – 9/8/23. NM – 10/5/23. TR – 10/5/23. NT – 14/6/23. JW – 10/5/23	<p style="color: red;">Are these all up to date? They should be completed within 28 days of taking up role.</p> <p>These are published on the website alongside each councillors contact details</p>

<p>Regular scrutiny of arrangements for the approval of expenditure and Compliance with Local Transparency Code Of 2014 [These must be published on the website]:</p> <p>a) Items of expenditure incurred over £500 b) Invitations to tender for contracts over £5,000; c) Grants to Voluntary, Community and Social Enterprise Organisations; d) Details of contracts that exceed £5,000</p> <p>Check that Council is in compliance with this: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/360711/Local_Government_Transparency_Code_2014.pdf</p>	<p>27/02/24</p> <p>NT</p>	<p>All in order</p> <p>a) Variances noted Neighbourhood Plan Grant Disbursement - £4373.38 & Streetlighting Repairs & Maintenance - £10,294.10 also reviewed payments over £500. b) none c) Various 6 x £100 d) Sports club gym container £8k and Priory Room £5k</p> <p>Confirmed we are complying with the published guidelines.</p> <p>All payments supported and circulated in advance. Bank Recs presented and agreed.</p>	<p>From your knowledge of parish council work and scrutiny of records has anything been missed or not declared?</p> <p>a) Cumulative quarterly variance report is published along with items of expenditure over £500 (website, Meetings, Documents & Records).</p> <p>b, c and d) See transparency notices on website (Meetings, Documents & Records).</p> <p>Use the search bar to filter for different items.</p> <p>Requests for payments supported by invoices circulated in advance of meetings, approved by full Council. Summary of payments is published in the minutes, Observer & on website (Meetings, Documents & Records).</p> <p>Ledger reconciliation against bank balances presented at meetings for checking and approval. Published on the website (Meetings, Documents & Records).</p>
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Name	Date	Signature
Nicholas Tuck	03/03/2024	Nicholas Tuck