



Review of the adequacy of insurance cover	'Victor' cover from 16.08.2022 re all EPC properties except Tavern – adequate cover 'RSA' cover from 03.2022 covers Tavern – adequate cover	
Annual review of financial risk	Next one due at May 2023 Annual Meeting	
Standing Orders and Financial regulations adequate	As adopted 21.10.2019 & reviewed at Annual Meeting ref 22.05.22	
Annual review of contracts with external agencies where appropriate	Grass cutting – 'Top Gardens' in place until 2024 Grass cutting 'Vertas' annual renewal and in place	
Regular bank reconciliation, independently reviewed	Approved by Councillors & Chairman signs at each Ordinary meeting	
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	As presented at each meeting and approved by Councillors	
Payments supported by invoices, authorised and minuted	2 random invoices checked against bank statements and Minute approving payment. Issue identified re Tavern orders / deliveries not cross-checked on delivery to pub. Suggest arrangements put in place whereby delivery checked against order & invoice before payment wherever possible.	Modify procedure: Wherever practicable, Tavern staff / volunteers to check delivery as per delivery note. Office to check delivery note correlates with order.
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	2 random samples each of Tavern & Wesley weekly / daily cash sheet / till receipts and bank statements checked and in order Allotment & Cemetery fees; paper trail from Register to paying-in book & bank statement checked 1 in either case and in order Noted that only other income is Precept, VAT, BWMA & Station rent	
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification	Bank statement records income as per Precept agreed and as required of Charging Authority	

Contracts of employment for staff	1 EPC staff / 1 Tavern staff checked at random. Tavern contract missing start date – to be rectified Procedural shortcomings evident in P/T Tavern staff re personal details not recorded – contractual & legal compliance lacking. Short-term nature of current enterprise render serious improvement in a short space of time unrealistic. Clerk agreed to raise concerns and work with supervising staff to improve as and when feasible.	Fill in start date Clerk to discuss with supervising staff need for procedures more closely aligned with statute and practical admin. requirements.
PAYE/NIC properly operated by the Council as an employer	Monthly summary of Payroll Manager package seen and confirms computer package adequate Weekly Tavern time sheet examined and should be signed off by Tavern management as representing proper record of shifts worked	Scan of weekly Tavern time sheet to go to team leader for signing off as properly reflecting hours worked
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook	Computer generated accounts package produces VAT out-turns	
Regular financial reporting to Parish Council	As presented at each meeting as appendices circulated with Agenda	
Regular budget monitoring statements as reported to Parish Council	As presented at each meeting as 'financial overview'	
Compliance with Local Transparency Code Of 2014: Items of expenditure incurred over £500 recorded	2 such checked against relevant website page and found to be in order	
Verifying that the Council is compliant with the General Data Protection Regulation & Freedom of Information Act compliance.	ICO Data Protection Certificate to 03.07 2023 FOI compliance and details as published on website	

Minutes properly numbered and paginated with a master copy kept in for safekeeping	Sequential numbering triggered at start of each calendar year Signed Minutes retained for binding in 3-yearly blocks. 3 years currently in hand ready to be bound. Bound Minutes lodged with Bury Records Office – receipts on file	
Procedures in place for recording and monitoring Members' Interests	As lodged with BMSDC and available on line	
Adoption of Codes of Conduct for Members	Adopted 16.05.22 – Minute Ref 22.05.31	
Declarations of Acceptance of Office recorded for all Members & Chairman	Register checked and confirmed as up-to-date	

This Review of system of Internal Controls was carried out by Cllrs David Barker & Peter Hancock on 11<sup>th</sup> October 2022

Signature *David Barker*

Signature *Peter Hancock*

Report submitted to Council on *17<sup>th</sup> October 2022* Minute ref *22.10.12*