

**Internal Controls
Terms of Reference
Reviewed and Re-adopted March 2023**

Area of Control	Person Responsible	Comments
<ul style="list-style-type: none"> • Keeping of proper financial records in accordance with statutory requirements • Ensuring all business activities are within legal powers applicable to local Councils • Compliance with restrictions on borrowing • Ensuring that all requirements under employment law and regulations • Ensuring all requirements are met under HM Revenue and Customs Notices and Regulations • Ensuring the adequacy of the annual precept within sound budgetary arrangements • Monitoring performance against agreed standards under partnership agreements 	<p>The Clerk</p> <p>Reviewed by A Ward appointed Internal Control Councillor (ICC) July 2017.</p> <p>Reviewed by S Tomlinson appointed Internal Control Councillor February 2018.</p> <p>Reviewed by L Hook appointed ICC May 2020</p> <p>Reviewed by C Moore appointed ICC Sept 2022</p> <p>*Clr Philips appointed ICC Sept 2023</p> <p>To carry out quarterly checks as minimum as per the internal control procedure table.</p> <p>ICC not to be bank signatory.</p> <p>ICC to report any discrepancies to full Council at earliest opportunity</p> <p>*27.09 Updated by Clerk.</p>	<p>Financial management is carried out by the Clerk</p> <p>It is recognised that numerous areas are under the day to day control of the Clerk and there needs to be regular liaison with elected Members, especially vis-à-vis financial areas.</p> <p>Payments and bank rec checks completed every month.</p>
<ul style="list-style-type: none"> • Ensuring the proper use of funds granted to local community bodies using the GPC. 		

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<ul style="list-style-type: none">• Proper, timely and accurate reporting of council business in the minutes• Responding to electors wishing to exercise their right of inspection• Meeting the laid down timetables when responding to consultations• Proper document control• Register of Members Interests and gifts and hospitality in place, complete, accurate, and up to date• Regular scrutiny of financial records and proper arrangements for the approval of expenditure• Regular budget monitoring statements• Monthly Bank Reconciliations• Minutes are properly numbered and paginated with a master copy in safe keeping• Adoption of codes of conduct for Members		
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