

**Internal Controls
Terms of Reference
Reviewed Feb 2021
Next review Feb 2022**

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 • Holding the petty cash for Wednesday Club and ensuring payments are made only against receipts or signed petty cash vouchers 	<p>The Clerk</p> <p>Reviewed by A Ward appointed Internal Control Councillor (ICC) July 2017. Reviewed by S Tomlinson appointed Internal Control Councillor February 2018. Reviewed by L Hook appointed ICC May 2020</p> <p>To carry out quarterly checks as per the internal control procedure table. ICC not to be bank signatory. ICC to report any discrepancies to full Council at earliest opportunity</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>

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<ul style="list-style-type: none">• Ensuring the proper use of funds granted to local community bodies under specific powers or under Section 137• 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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