

## REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT and RISK ASSESSMENTS

<u>ITEM</u>	<u>CHECK</u>	<u>RISK</u>	<u>DATE</u>
<b>Land at the flyover</b>	<b>Ownership:-</b> Deeds kept by Solicitor (Knights at Oxford). Reviewed at Annual Meeting of Council and obtained from Solicitor every 4 years.	Medium	Last reviewed: Deeds reviewed in 2016, then every 4 years (2020).
	<b>Maintenance:-</b> On the agenda of the Environment Committee.	Medium	Bi-monthly. Inspected regularly by Cllr. Blencowe.
<b>Burial Ground</b>	As above	As above	As above  Inspected regularly by Cllrs. Buttler & Sacha.
<b>Town Furlong Green</b>	As above	As above	As above  Inspected regularly by Cllrs. Watts, Buttler and Sacha.
<b>Land at The Rydes &amp; Rydes Close</b>	As above	As above	As above  Inspected regularly by the Clerk.
<b>Burial Ground Headstones</b>	Tested every 4 years by Humphris' (done 2013). Checked every 6 months by Councillors.	Medium	Last test: 2013. Next test: 2017.  Spring/Autumn.
<b>Churchyard</b>	Duty to maintain grass & boundary walls and, by agreement, the Church clock. (PCC reminded of the need to check stability of headstones & H&S hazard of railings around tombs: 2016.)	Medium	Regular item on Environment Cttee. agenda.  Inspected regularly by Cllrs. Buttler & Chair of the Environment Cttee.

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<b>Open Spaces</b>	Checked regularly by all Councillors.	Medium	Quarterly formal check by Cllr. Mrs. Christer.  Annual formal check by Cllr. Watts.
<b>Grasscutting etc.</b>	Contractor to carry £10m. Public Liability Insurance & Risk Assessment: copy to P.C.	Low	Annual.  Parish Council also carries PLI.
<b><u>Insurance matters:-</u></b>			
<b>Computer &amp; Office Furniture</b>	Kept at Clerk's house. Insured at Annual Meeting. Workstation review: 2016: new chair purchased.	Low	New computer & printer 2016.  Review: 2020.
<b>Street Furniture and Wellington Memorial</b>	Register of assets kept. All items insured and reviewed at Annual Mtg. Rolling programme of maintenance overseen by Environment Committee.	Medium	Maintenance considered at each Environment Cttee. Seats, noticeboard & litter bins refurbished 2016.  Next full review: May/June 2018.
<b>Physical Assets</b>	Insured through Came & Co., Policy No. 1891376, expires 1 June 2018. Register of Assets updated as necessary and reviewed each year before renewal. Deeds lodged with Knights of Oxford, copies with the Clerk.	Low	Renewed annually at May Council meeting.
<b>Other Insurance Matters</b>	RFO/Council to review adequacy of Public Liability, Employers Liability & Fidelity Guarantee. Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. No Parish Council expenditure to be allocated to organisations or activities not covered by regulations.	Low	Renewed annually at May Council meeting.

<b>ITEM</b>	<b>CHECK</b>	<b>RISK</b>	<b>DATE</b>
<b><u>Financial matters:-</u></b>			
<b>Precept</b>	Receipt reported to Council	Low	Twice a year
<b>Cashbook</b>	Maintained on a quarterly basis. Chairman/Vice-Chairman to check at 6 monthly intervals.	Low	Quarterly. Half yearly accounts circulated. Checked annually by Internal Auditor.
<b>Receipts</b>	Reported to Council (except for Bank charges/ interest & Burial fees).	Low	As appropriate.
<b>Payments</b>	Cheques brought to Council for approval (2 signatures). Signatories confirmed at Annual Mtg. Payments supported by invoices; s.137 expenditure and Council approval, together with Power to Pay recorded in minutes. VAT reclaimed.	Low  Low  Low	Monthly  Monthly  Annually
<b>Standing Orders &amp; Financial Regulations</b>	Formally adopted. 3 quotes obtained where possible.	Low	Amended as necessary. Re-done 2010. Reviewed in 2014 & every 4 years thereafter (2018).
<b>Complying with Borrowing Restrictions</b>	No new borrowing likely at present but to be reviewed at each annual budget meeting.	Low	Annually or as necessary.
<b>Budget</b>	Discussed & approved by Council. Reviewed half yearly; any variances discussed.	Low	Annually/ Half yearly
<b>Petty Cash</b>	Not used	N/a	N/a
<b>Banking</b>	4 Bank accounts, with Barclays (Sort code: 20-03-84):- Community Account (Current) 10707570; Business Premium (Savings) 10707562; Business Saver (Special account) 20446300; Fighting Fund 30867578. NS&I Savings Account for Clerk's Gratuity: 138411869 (£964.98)	Low	Reconciled every month by the Clerk.          Reconciled annually.

<b><u>ITEM</u></b>	<b><u>CHECK</u></b>	<b><u>RISK</u></b>	<b><u>DATE</u></b>
<b>Bank Reconciliation</b>	Statements received & checked by Clerk. Chairman/Vice-Chairman to check at 6 monthly intervals.	Low	Monthly/as applicable
<b>Internal Auditor</b>	Ongoing appointment (qualified accountant).	Low	Confirmed at Annual Meeting of Council
<b>Year End Procedures</b>	Accounts prepared on a Receipts & Payments basis by the Clerk.	Low	Checked by Internal Auditor, converted to Income & Expenditure basis and sent to Clerk.
<b>Annual Audit</b>	Prepared by Clerk & approved by Council. Audit reports to be presented at full Council meeting the following month after receipt.	Low	Checked by Internal & External Auditors.
<b><u>Other matters:-</u></b>			
<b>Declaration of Acceptance of Office</b>	Completed by each Member before first meeting and annually by the Chairman.	Low	As applicable
<b>Register of Interests</b>	As above. Councillors reminded to declare interests and register gifts & hospitality at the start of each Council meeting.	Low	As applicable. Re-done 2016.
<b>Code of Conduct</b>	Adopted and applied by Council; guidance given	Low	As applicable
<b>Risk Management</b>	Regularly updated at Environment Committee	Low	Annual check with bi-monthly updates.
<b>Employment of Clerk</b>	Contract in place. Council is responsible for PAYE and NI. Salary reviewed annually in line with NALC recommendations. Draft contract prepared & details in place for replacement when required.	Low	Annually



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<b>Minutes</b>	Minutes of previous meeting and Minutes of any other meeting held in the previous month to be received and approved at the next meeting. Kept on computer & as hard copy. Agendas and minutes published on notice boards and the PC website. Keys to the notice boards to be kept by the Clerk and one other Councillor. Legal powers reported.	Low	Monthly
<b><u>Review of policies:</u></b> Climate Change Footpaths Green Press Play Solar Photovoltaics (PV) Wind turbines	Reviewed each year at the April Council meeting.		Next review: 2018
<b><u>Review of procedures:</u></b> Complaints Urgent business	As above.		Next review: 2018.
<b><u>Other matters:</u></b> Crime & Disorder Act 1998 Human Rights Act 1998 Race Relations Act 2000	Implications considered. As above. As above.		At each Council mtg. As above. As above.
<b><u>Sustainability &amp; green issues:</u></b>	Borne in mind at each Env. Cttee. Meeting.		Bi-monthly.
<b>Risk Management</b>	Carried out by Cllr. Watts, Risk Management Officer, around the beginning of April/May.		Done: Aug. 2017
<b>Review of the Effectiveness of Internal Audit</b>	Reviewed each year in early autumn.		Reviewed: Sept. 2017.
<b>Freedom of Information Act 2000</b>	Minutes & some other info. published on website; any other requests would be dealt with on an individual basis.		

<b>ITEM</b>	<b>CHECK</b>	<b>RISK</b>	<b>DATE</b>
<b>Data Protection Act</b>	Registered with The Information Commissioner		Renewed annually.
<b>Council documents</b>	Backed up approx. once a week on an external hard drive. Second hard drive kept by Chairman.	High	Chairman's hard drive updated monthly.

Aug 2017

*There is no longer a legal requirement for small bodies to conduct an annual review of internal audit separate from the annual review of internal controls. However, it remains good practice to do so from time to time. Auditors will still expect to see reviews or a planned cyclical approach. It is hard to see how a council could review its internal control arrangements without considering internal audit. The requirement for internal audit remains in place.*