

Background

In September 2023 this council appointed Toplis Associates to undertake the Internal Audit for 2023/2024. As a result, an interim audit was held on 28th November 2023 and all was found to be in order. The next audit will take place on 4th June 2024.

A letter has now been received from the Internal Auditors requesting that prior to the end of this current financial year, this parish council need to demonstrate the following:

1. The Council must formally appoint the Internal Auditor for the year.
2. The Council should review and ratify the Financial Risk Register during the 2023/24 year
3. The Council should agree any ear marked funds (EMR) for 2024/2025 prior to 31st March 2024

For consideration

1. The Internal Auditor for 2023/2024 was appointed at the September 2023 Full Council meeting:

53 53.1	Internal Auditor It was proposed to accept the quote from Toplis Associates to undertake the Internal Audit for 2023/2024 at a cost of £169.55 + VAT plus travel to meetings with the Clerk at 45ppm. <i>Proposed: Cllr Davies; Seconded: Cllr Bridge</i> The motion was agreed.	Clerk to engage the Internal Auditors
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2. The Council reviewed and ratified the Financial Risk Register at the June 2023 Full Council Meeting:

12 12.1	Risk Assessment/Register It was proposed to accept the Risk Assessment. <i>Proposed: Cllr Keenan; Seconded: Cllr Reynolds</i>	Clerk to place on website
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Signed: 

Full Council

Date: 18/7/23

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12.2	The motion was agreed. The issue of data protection for the risk register was raised along with examination of contracts let by the parish council. Clerk to look in to this.	Clerk to follow up
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3. The Council needs to consider the EMR for the next financial year. A detailed budget breakdown for 2023/2024 was provided to Cllrs in November and used to create the background for discussions around the precept call for 2024/2025. Cllrs are now required to consider approving the EMR details for 2024/2025 which have been provided below:

Item 152
Internal Auditor Requirements

Ear Marked Reserves	EMR	Annual Expenditure	Income
Election Expenses*	£700		
Flooding Works in Village Park*	£3,000		
Contingency repairs to Sports Hall	£7,000		
Replacement Laptop***	£700		
Annual Playground Check	£500		
Contingency for work to hedges	£5,000		
Community Infrastructure Levy held	£1,085		
	£17,985		
Expenditure			
Planned Annual Expenditure for 2024/5		£30,358	
		£30,358	
Income			
Precept			£27,703
Hire of Hall			£120
Bank Account forecast at end March 2024			£23,500
			£51,323

Recommendation

- 1) Councillors are asked to consider agreeing the above Ear Marked Reserves (£17,985) for the Council going in to the 2024/2025 financial year.
- 2) Councillors are asked to note that given the projected income and expenditure and EMR for 2024/2025, the amount held in the account at the end of the year for ordinary reserves will be around £2,980 which is around 10% of the precept.

**The records show that LDC has not invoiced the Parish Council for election expenses but as district councils become more strapped for cash, there is every chance that we will need to make a contribution in future.*

*** Based on 1 quote for the work to lay new pipes under the park to stop the flooding.*

****The laptop is no longer fit for purpose and needs replacing.*