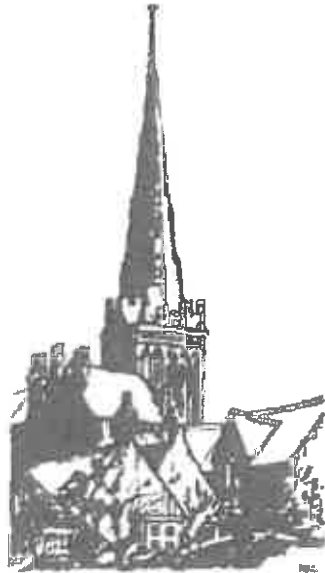


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# OUNDLE TOWN COUNCIL

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## Internal Control Policy



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Policy Adopted on ...18<sup>th</sup> February 2020... [www](#)

## POLICY STATEMENT

Oundle Town Council are responsible for ensuring that its public business is conducted within the law and proper standards and that public money is used efficiently, economically and effectively.

In order to achieve this, the Council acknowledges that they are responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

## PURPOSE OF INTERNAL CONTROL

The Council's system of internal control is designed to ensure that their activities are carried out properly and as intended. They are set up by the Town Clerk, however it falls upon the Council members to ensure that they have a degree of control and that the effectiveness of the system is reviewed at least annually.

Current advice regarding these controls is set out in The Practitioners' Guide Governance and Accountability.

## FINANCIAL ASSESSMENT

The Council will follow the model financial regulations as set out by the National Association of Local Councils and adopted by the Town Council. The main areas of internal control are:

- Councillors will never sign blank cheques. Of the authorised signatories; compliance will be with any 3 signatories, with the Mayor and Clerk being two of the signatories whenever possible.
- Online banking payments procedure to be carried out in line with Financial Regulation 6.
- The Finance Officer will prepare a schedule of payments requiring authorisation and together with the relevant invoices it will be presented at the Full Council meeting. The approved schedule will be initialled by the Mayor and one other Councillor. The detailed list of all payments will be disclosed as an attachment to the minutes of the meeting at which payment was authorised.
- The Council will not hold petty cash. Save as provided for in the Council's Financial Regulations.
- The Clerk will review the risk assessment for handling cash from the Markets and The Hub on a regular basis. (Appendix 1)
- The annual budget will be set annually ahead of an application for the precept. The budget will be kept under constant review at Full Council and the Finance and General Purpose Committee meetings.
- The Clerk will be the Responsible Financial Officer and will, along with the Finance Officer, administer the accounts in a proper manner ensuring correct records and internal and external audits are completed.
- Two councillors, who are not cheque signatories, will be elected at the Annual Meeting of the Town Council, as Verification Councillors and on a regular basis or at least every quarter will check the accounts and bank reconciliations with the Clerk and Finance Officer.
- An independent Internal Auditor is appointed by NALC and the Town Council will take note of any recommendations to ensure correct standards of accounting are maintained.
- The External Auditors, currently PKF Littlejohn carry out the external audit for the Council. Any comments from the External Auditors will be adhered to.
- The Council has a responsibility for conducting an annual review of the effectiveness of the system on Internal Control which is formed by: (Appendix 2)  
The Full Council  
The Finance and General Purpose Committee  
The Town Clerk and Finance Officer  
The Internal Auditor  
The External Auditor

## **STANDING ORDERS**

The Town Council will abide by the model "Standing Orders" which has been adopted by the council and supplied to all Councillors.

## **INSURANCE**

The Town Council will review its insurance policy annually at renewal to ensure adequate cover is in place. All new capital items are to be insured at time of purchase

## **RISK ASSESSMENT**

The risk assessment of the Council's financial management is reviewed annually. (Appendix 1).

**TOWN COUNCILLORS** will endeavour to work as a team and be aware of their responsibilities as to the law and proper Town Council procedures. Councillors will attend meetings regularly. They will be provided with a copy of "The Good Councillors Guide" and be familiar and endeavour to comply with appropriate legislation.

The Clerk will endeavour to see that the Town Council operates in accordance with the law and maintains the correct records as required by the law.

## **COUNCIL COMMITTEES**

The Council operate a Committee structure, using working parties to investigate specific issues.

There are four Committees each with an appointed Chairman who is responsible for the smooth running of the meetings.

The Finance and General Purposes Committee

The Personnel Committee

Estates Committee

Planning Committee

## **ASSET REGISTER**

The Town Council will maintain an Asset Register.

## **DECLARATIONS OF INTEREST**

Councillors will be asked, at the start of each meeting if they have any interests to declare, and if they do, it will be so minuted with the reason why. If the interest is a Disclosable Pecuniary Interest they will leave the meeting unless a Dispensation has been approved.

## **PROPERTY**

The Estate Management Committee will annually physically check to ensure all its property, and areas of responsibility, are in a good state of repair and order. The Clerk will ensure that the play and recreation areas are checked monthly in addition to the annual outside safety check.