

Grendon Parish Council

Internal Controls Terms of Reference

Procedure adopted at the meeting of Grendon Parish Council held on 14th May 2018

Reviewed 20.6.18

Reviewed 10.6.19

Reviewed 8.6.2020

Reviewed 14.6.21

Reviewed 13.6.22

Reviewed 14.6.23

Reviewed and approved 11.11.24

Signed:

Chair

Dated:

Internal Controls - Terms of Reference

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 are met. ● Ensuring all requirements are met under HM Revenues 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 Parish Clerk</p>	<p>Financial management is carried out by the Clerk/RFO</p>
<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 	<p>Clerk, monitored by appointed Internal Controls Councillor</p>	