

**Internal Controls
Terms of Reference
Adopted 21/09/10 minute 307/7a
amended 17/05/11 & 16/06/15
Reviewed May 2018**

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 	The Clerk	Financial management is carried out by the Clerk
<ul style="list-style-type: none"> • Ensuring the proper use of funds granted to local community bodies under specific powers or under Section 137 	Appointed Internal Control Councillors B Bentley & V Core carry out alternate bi monthly checks as per the internal control procedure table.	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.

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<ul style="list-style-type: none">• 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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