

Somersham Parish Council

Review of Internal Control Measures and Risk Management Arrangements

Undertaken by Somersham Parish Council on 5th March 2025

Review Area	Audit Report Section 4 Reference	Self-Assurance Green – Full Yellow – Partial Red - None	Comments
Appropriate Books of Accounts	A		Maintained throughout the year by Clerk
Asset Register	H		The Asset Register has been updated to reflect any changes made during the year.
Assertion 10			<p>The Council meets the legal requirements for an existing website.</p> <p>The website complies with the Web Content Accessibility Guidelines WCAG 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Statement was reviewed in February 2026.</p> <p>The Council has published the required documentation on its website, including Freedom of Information (FOI) information and transparency code disclosures where applicable.</p> <p>The Council processes personal data lawfully and fairly and in accordance with data protection principles.</p> <p>The Council recognises that it acts as both a Data Controller and, where applicable, a Data Processor under the Data Protection Act 2018 and UK GDPR framework.</p> <p>The Council has a website with a gov.uk domain on a GDPR compliant server. The Clerk has a gov.uk email address owned by the Council.</p>
Auditors Reports (Principal System of Internal Control by providing independent inspection of the Council's systems of internal control).	H		Report of internal auditor has been presented to Council (May).
Banking			Funds held with Barclays Bank. Payments are made via BACS with dual authorisation by Members of the Parish Council.
Bank Reconciliation (Principal System of Internal Control for ensuring that the Council's accounts are a true and accurate reflection of monies held at the bank)	I		Undertaken regularly by Clerk
Budgetary Control (Principal System of Internal Control enabling income and expenditure to be managed within agreed budgets).	1		Regular reports are presented to Council meetings which include fund balances and the Council's overall financial position.
Cash Handling	F		No petty cash float is held by the Council.

Code of Conduct			All Members have been issued with a copy of the Code of Conduct previously. Disclosable pecuniary interests and requests for dispensations appear on the agenda as standing items.
Data Protection & Information Security Policy			Policy to be reviewed every 3 years (next review March 2028). Steps to be taken to comply with General Data Protection Regulations. Following the introduction of GDPR all documents are stored in a lockable cupboard.
Decision-Making			Public notice is provided of meetings and accurate minutes maintained. Matters formally delegated to the Clerk or the Clerk in consultation with named Members of the Parish Council as appropriate. Confidential business is dealt with in private session.
Document Retention and Disposal Policy			Policy to be reviewed every 3 years (next Review March 2028).
External Audit			The Parish Council has considered the new audit requirements for smaller Councils.
Financial Regulations (Principal System of Control for the Financial Management of the Council)			Reviewed and updated annually.
Fraud			Procedures to prevent and detect fraud are in place in terms of the authorisation of payments.
Income	E		Fully recorded and logged on spreadsheet.
Insurance			Ansvar through CAS Key Elements: <ul style="list-style-type: none"> - Money £5,000 - Public Liability £10 million - Employers Liability £10 million - Libel & Slander £100,000 - Employee Dishonesty £50,000 - Legal Expenses £250,000
Internal Audit			Trevor Brown appointed to undertake internal audit proving independent and competent service
IT Policy			The Council adopted an IT Policy in December 2025. The Council confirms the requirements for such a Policy has been met. The adopted IT Policy sets out how the Clerk, Councillors and authorised users conduct Council business securely and lawfully, including the use of Council owned and personal devices, in line with UK GDPR and relevant legislation.
Legal Advice			Advice obtained as required to avoid unlawful actions by the Parish Council.
Payments	B		Authorised by the Parish Council and recorded in the minutes of meetings. Supported by invoices and receipts.
Payroll Control			The Council has a PAYE system in place.

Precept	D		The Precept for 2026/27 has been set having regard to estimated income, expenditure and financial risks facing the Council.
Publication Scheme			Policy to be reviewed every 3 years (next review March 2028).
Reserves			The Council has reviewed its reserves and transferred amounts from the general reserve to designated funds as appropriate.
Risks	C		The Risk Assessment document is reviewed and updated annually.
Standing Orders (Principal System of Control for Conduct and Transaction of Business at meetings of Council)			Standing Orders are reviewed annually and relevant changes are made.
Tenders			Not applicable over last 12 months.
Transparency Code			Steps are taken to publish information in accordance with the Transparency Code.
Trust Funds	K		Not held by the Parish Council so no trustee responsibilities to be monitored

Annual Review:

- a. Consider Internal Controls Document
- b. Approve Standing Orders (circulate annually)
- c. Approve Financial Regulations (circulate annually)
- d. Appoint Internal Auditor
- e. Submit Reports of Internal and External Auditors
- f. Approve any Changes to Policies (refer to Periodic Review 2019, 2022 etc)
- g. Review Compliance with Transparency Code
- h. Approve Risk Assessment (circulate annually)