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Appendix 3 - Clavering Parish Council Meeting 8th June 2026 53.2 Clavering IA Report 2025-26

Internal Audit Report for Clavering Parish Council

I am pleased to report that I have completed my Internal Audit for the Parish Council for the period 1st April 2025 to 31st March 2026. The Audit was carried out on 29th May 2026.

Members should be aware that my work cannot be relied upon to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which are the responsibility of the Members of the Council to guard against.

Members will be pleased to know that I did not find anything in my audit to report and that I found the record keeping to be of a very good standard.

I would like to record my appreciation to the Clerk of the Council, Lynette Young for her assistance during the Internal Audit.

Ann C Wood

Ann C. Wood LL.B.Hons, DMS, Cert.HE., PIALC
5th June 2026

Items Raised by the 2024/2025 Audit

No matters to raise

Items Raised by the 2025/2026 Audit

No matters to raise

GENERAL			
Electorate	1323 11 seats		
General Power of Competence	Does the Council have the General Power of Competence? And when was it adopted?	No	The Council operates under the LGA s137
LCAS	Has the Council attained any of the LCAS levels?	No	
Civility & Respect	Is the Council a Civility and Respect Pledge Council?	Yes	
ICO Registration	Data Protection Registration Number – ZB867649	Yes	Registered on 18 th February 2025. Expires on 17 th February 2027
VAT Registration	Is the Council registered for VAT?	No	A VAT claim is made twice a year
Transparency Code	Is the Council a smaller authority?	No	
Committees	Does the Council have committees and if so, are there terms of reference?	Yes	Employment Committee
Sole Trustee	Is the Council a sole trustee of any charity?	No	However, the Council is the Custodian Trustee of the Jubilee Field (EX738844) and the Village Hall (EX738829)

Accounting Basis	Receipts and Payments		
Bank Accounts	<p>Natwest Business – Current Account 67217796</p> <p>Natwest Business - Bonus 16513215</p> <p>Natwest Business Current Clerks A/C - 16667816</p> <p>Saffron Building Society Investments</p>		<p>£21836.07</p> <p>Account Closed</p> <p>£88.54</p> <p>£31717.08</p>
Petty Cash	Not Applicable		

Income			Precept - £27621.00 This agrees to the figure published by MHCLG Other Income - £1093.58 This includes bank interest, allotment rent, payment for green waste collection and wayleaves
Reserves	Are the general reserves reasonable for the activities of the Council?	Yes	The General Reserves at £25380.50 are within the PKF Littlejohn recommended levels of 3-12 expenditure
	Are earmarked reserves identified?	Yes	£27008.19 in 8 separate headings

Internal Control	Testing		Comments
Proper bookkeeping	<ul style="list-style-type: none"> • Is the cashbook maintained and up to date? • Is the cashbook arithmetic correct? • Is the cashbook regularly balanced? 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>The Council uses the Scribe accounts package to manage the accounts and the cashbook is kept up to date</p> <p>The bank balances are noted at each meeting and there is a quarterly financial report which has a comparison of spending to budget</p>

Governance and Policies			
Standing Orders and Financial Regulations	Has the Council formally adopted standing orders and financial regulations?	Yes	<p>The Standing Orders were reviewed and adopted at item 17.1 on 14th April 2025</p> <p>The Financial Regulations were reviewed and adopted at item 17.2 on 14th April 2025</p>
Biodiversity Policy	Has the Council adopted a Biodiversity Policy?	Yes	11 th December 2023

IT Policy	Has the Council adopted an IT Policy?	Yes	13 th October 2025
Publication Scheme	Does the Council have a Publication Scheme?	Yes	
Other Policies	Has the Council formally adopted other policies?	Yes	A list of policies is available on the website
Website and IT	Is the Council's website council owned, accessible and is the e.mail address generic?	Yes	The website is a .gov and the Clerk's e.mail is generic. It is not clear whether the website is compliant to WCAG 2.2 AA and the Council needs to satisfy itself that this is the case
FOIA and Data Protection	Is the Council compliant with FOIA and Data Protection legislation?	Yes	

Payments Controls	Have items or services above the de minimus amount been competitively purchased?	N/A	
	Are payments in the cashbook supported by invoices, authorised and minuted?	Yes	Two sample expenditures from May 2025 and February 2026 were checked and found to be correct to the vouchers, the bank statement and the minutes
	Has VAT on payments been identified, recorded and reclaimed?	Yes	No claim was made during the Audit Year
	Is s137 expenditure separately recorded and within statutory limits?	Yes	
	Tenders exceeding the £30,000 threshold have been advertised on the Contract Finders website	N/A	

Risk management arrangements	Does a review of the minutes identify any unusual financial activity?	No	The minutes of the Council meetings for the year 2025/2026 were read and no unusual financial activity was noted
	Do the minutes record the council carrying out an annual risk assessment?	Yes	A financial/reputational risk assessment was carried out during the year and minuted at item 262 on 9 th March 2026

	Is insurance cover appropriate and adequate?	Yes	<p>The Council is insured with Hiscox through Gallagher Brokers Policy Number – 9658071 This is part of a three-year agreement</p> <p>Employers Liability and Public Liability are both £10 million</p> <p>Fidelity Cover = recommended guidelines of year end balances + 50% of the precept</p>
	Are internal financial controls documented and regularly reviewed?	Yes	
	Has the council adopted a Code of Conduct?	Yes	The Council has reviewed and adopted the LGA/Uttlesford District Council Code of Conduct on 13 th May 2024 at item 33.3
	Has the Council adopted a Data Protection Policy, a Privacy Notice and Publication Scheme?	Yes	
	Was the Annual Parish Council Meeting held within the prescribed timeframe?	Yes	The Parish Council must meet annually. In an election year, this must be on the day when the councillors take office or within 14 days, or on any day in May in any other year. The meeting was held on 7 th May 2025 and the first item 24.1 was the election of the Chairman
	Was the Annual Parish Meeting held within the prescribed timeframe?	Yes	A Parish Meeting must be held annually between 1 st March and 1 st June (both inclusive). The Annual Assembly took place on 29 th May 2025

Budgetary Controls	Has the council prepared an annual budget in support of its precept?	Yes	A budget was agreed at item 192a on 13 th January 2025 and a copy of the budget papers has been seen. The Precept was agreed on the same date at item 192b
	Is actual expenditure against the budget regularly reported to the council?	Yes	The receipts and payments are presented to the Council and minuted monthly and a comparison

	Are there any significant unexplained variances from budget?	No	of expenditure to budget is produced quarterly Any variances in budget are explained in the Annual Accounts
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Income Controls	Is income properly recorded and promptly banked?	Yes	The income is currently recorded on Scribe. Most income received is by BACS or bank transfer but the small number of payments that aren't, are promptly banked
	Does the precept recorded agree to the Council Tax authority's notification?	Yes	The recorded Precept agrees to the Council Tax Authority's notification
	Are security controls over cash and near-cash adequate and effective?	Yes	
	Does the Council Review its fees on a regular basis?	Yes	Allotment rents are reviewed annually

Petty cash procedures	The Council does not operate a petty cash system	N/A	The Council has a Clerk's bank account with a debit card
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Payroll Controls	Has a Responsible Financial Officer been appointed with specific duties?	Yes	The Clerk's contract is dated 2 nd April 2024 and contains specific reference to the appointment as the RFO
	Do all employees have contracts of employment with clear terms and conditions?	N/A	The Clerk is the only employee. The Clerk is paid a Home Office Allowance and mileage
	Do salaries paid agree with those approved by the Council?	Yes	The Council pays the NJC Pay Scales
	Are other payments to employees reasonable and approved by the Council?	Yes	The payroll is undertaken by DM Payroll who submit information by RTI and regular payments are made by the Council to HMRC
	Has PAYE/NIC been properly operated by the Council as	Yes	Regular payments are made to HMRC by DD

	<p>an employer including the issue of P60s?</p> <p>Does the Council pay the Parish Basic Allowance?</p> <p>Employer's Reference – 083/BZ45955</p>	No	
Asset Controls	<p>Does the council maintain a register of all material assets owned or in its care?</p> <p>Are the assets and Investments registers up to date?</p>	<p>Yes</p> <p>Yes</p>	<p>Asset Register was agreed at item 259.8 on 9th March 2026, which considered the Register for the 2025/2026 year. The asset value listed in the Asset Register is the same as that recorded on the AGAR</p> <p>The values used should not be those of the insurance. It should be noted that there should be no variation in Box 9 of the AGAR, unless assets have been bought or disposed of</p>

Bank Reconciliation	<p>Is there a bank reconciliation for each account?</p> <p>Is a bank reconciliation carried out regularly and in a timely fashion?</p> <p>Are there any unexplained balancing entries in any reconciliation?</p>	<p>Yes</p> <p>Yes</p> <p>No</p>	
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Year-end procedures	<p>Are year-end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)?</p> <p>Do the accounts agree with the cashbook?</p> <p>Is there an audit trail from underlying financial records to the accounts?</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Accounts are prepared on a Receipts and Payments basis, as the Council is below the £200,000.00 threshold</p> <p>Two sample expenditures from May 2025 and February 2026 were checked and found to be correct</p>
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	Where appropriate, have debtors and creditors been properly recorded?	N/A	
	Were the Annual Accounts, the Annual Governance Statement and Annual Accounts and Accounting Statement signed by the Council?	Yes	The AGAR for the Year End 31 st March 2026 was completed but had not been presented to Council
	Is there a Certificate of Exemption?	N/A	
	Has the Council published five years of the Annual Return (AGAR) on its website under The Accounts & Audit Regulations 2015?	Yes	
	Has the Council published the Notice of the period for the exercise of public rights under The Accounts & Audit Regulations 2015 on its website?	Yes	The dates for the period were 27 th June 2025 to 7 th August 2025

Auditor's Reports	Was the Internal Auditor's Report reported to the Council?	Yes	The Internal Auditor's Report was reported to the Council at item 61.4 on 9 th June 2026 The Internal Auditor for 2025/2026 was appointed on 10 th November 2025 at item 170.6
	Was the External Auditor's Report reported to the Council?	Yes	The External Auditor's Report was reported to the Council on 13 th October 2025 at item 149.4

Loans	Were any loans made to volunteer bodies during the year?	No	
	Are there any PWLB Loans outstanding?	No	

Co-option	The co-option of members should appear on an agenda as a separate item for the Council to action	Yes	The Council has co-options as agenda items and they are minuted as such
Grants	Does the Council make any grants to the church?	No	

