

Item 7.1 Internal Audit report

The Independent Internal Auditor undertook a remote audit with several “zoom meetings” and it is a credit to all that this has been achieved within timescales. The Full Auditor Report has been posted to Councillors. This covering report is a summary.

The financial position of the Council is good;

2019/2020 Financial summary		
	Budget	Actual
General income	£35,019	£99,690
Local tax - Precept	£149,265	£149,265
Expenditure	£184,284	£189,732
Transfer to reserves	-	£59,223

We have reserves totalling £292,551.

The audit action plan is below;

No	Action	Who	When
1	The outcome of the Audit was NOT considered by the Full Council. In theory the Annual Governance Statement “Assertion 7” We took appropriate action on all matters raised in reports from internal and external audit” should be answered No.	(AM/CE)	13 th July 2020
2	Assertion 4 to be answered NO	AM/CE	13 th July 2020
3	No evidence last Internal Audit actions followed up by SAP? Actions to be recorded in minutes ongoing?	RG	Ongoing
4	The Fete Committee should be an independent Community Group separate from the Council, as they already function as an independent group and would relieve the Council staff from having to administer the finances of the Fete. This suggestion would free up the Fete organisers to manage the Fete without the bureaucracy and allow the Fete to apply for a Hawkhurst Community Award Grant	Council	13 th July 2020
5	Cllr Blake DPI has not been registered with TWBC website	RG / DB	20 th July 2020
6	Election – deferred to May 2021	Observation/all	May 2021

7	Update NALC standing orders and Financial regulations	SAP / Council	10 th August 2020
8	Annual review of risk	SAP / Council	10 th August 2020
9	Council interest should be shown on Office Insurance policy	AM	31 st July 2020
10	Statement of internal Control	SAP / Council	13 th July 2020
11	Budgetary control – budget figures and precept to be included in minutes	RG	January 2021
12	Consider increasing Section 137 to £8.12 per person When budget setting?	SAP / Council	January 2021
13	Bookkeeping balanced regularly – yes ongoing	AM	Ongoing
14	Review of Fees & Charges – requirement minutes to confirm date of implementation (reminder as being done this year again)	RG	13th July 2020
15	Strongly recommend the Council approve a credit card facility via Lloyds Bank – application submitted	AM	20th July 2020
16	Conclude Bank mandates for online banking	AM	1 st July 2020
17	Digital Photographic evidence? Digital photo catalogue to match assets register	RG	1 st Aug 2020
18	Proof of public rights provision during summer 2019 and website – AIAR ICO L – Must be answered No Evidence of posting public rights Note will ensure this is done in good time in 2020	AM AM AM	13 th July 2020 31 st July 2020
19	Website functionality and accessibility meet regulations 2018 by September 2020	RG	31 st August 2020
20	Appoint Internal Auditor	Council	13 th July 2020

21	Parish council email address & on website?	RG	13th July 2020
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Proposal

It is proposed to agree the following;

- To note the financial position of the Council

- To approve the audit action plan above

- That the Annual Accounts and General Return, that *statements 1-9 should be agreed and ticked* and Cllr Escombe and the RFO to sign and date the return. (Cllr Escombe to sign in meeting, drop of in the office and RFO to sign next day)

- That the Annual Return – Accounting Statements that *Members accept the Accounting Statements and* Cllr Escombe the RFO to sign and date the return. (Cllr Escombe to sign, drop off in the office and RFO to sign next day)

- The Council accepts the draft Asset Register as a true record of the Council's assets and Cllr Escombe the RFO to sign and date the return. (Cllr Escombe to sign in meeting, drop off in the office and RFO to sign next day)

- To appoint Mr D Bucket as the Independent Internal Auditor

Item 7.2 HCT (Copt Hall) financial report

The Council is the sole trustee of the Copt Hall – Hawkhurst Community Trust, therefore we need to record the accounts and summarised below –

Income for HCT = £4,977.41

Expenses for HCT = £3,832.41

Surplus £1,145.00

1. Please see/read spreadsheet attached in **Appendix 1** for both trust, parish accounts are adjusted as they must not show income for trusts in their figures as directed by AGAR, these will be reported separately to the charity commission.

2. Staff costs/wages are now paid direct from Parish Council admin budget so these figures do not include staff costs – Clerk /RFO / External Caretaker / Cleaner they total £10,234

Proposal

That Hawkhurst Parish Council to note Hawkhurst Community Trust accounts of the financial year 2019/20 and we request that HCT transfer the surplus to Parish Council towards the Staff costs.

7.3 KGV financial report

The Council is the Trustee for the King George V Playing Field Trust, therefore we need to record the accounts summarised below;

Income for KGV & SH = £15,919.83

Expenses for KGV & SH = £7,293.51

Surplus = £8,626.32

1. Please see spreadsheet attached for both trust, parish accounts are adjusted as they must not show income for trusts in their figures as directed by AGAR, these will be reported separately to the charity commission.
2. Staff costs/wages are now paid direct from Parish Council admin budget so these figures do not include staff costs – Clerk / RFO / External Caretaker / Cleaner they total £7,442.
3. The income includes grants of £10,500 towards the new MUGA

Proposal

That Hawkhurst Parish Council to note King George V Playing Field Trust accounts for the financial year 2019/ 2020 and the surplus should be transferred to Parish Council towards Staff costs and MUGA.