

WELNEY PARISH COUNCIL
Annual Internal Audit Report
(as required by section 151 of the Local Government Act 1972)
Financial Year 2022/23

I have in the (virtual) presence of Mrs Melanie Hilton (Parish Clerk) inspected the parish council documents as appropriate, and in line with, the scope of the audit requested. Melanie also acts as the Responsible Finance Officer for the council. Mrs Dorothy Harvey is presently Chairperson of the Council. I would like to thank the Parish Clerk for providing me with all the information required to carry out the audit.

Welney Parish Council is responsible for such assets as a bus shelter with a seat, the Welney Village Sign, general maintenance and streetlight provision within the village. It has a Grant Award policy.

Welney Parish Council has calculated and agreed an annual precept of £29,279 (the Council's meeting of 2nd November 2021 refers). Community Infrastructure Levy receipts totalled £8,646. This is being spent on the provision of a new bus shelter, the purchase of a SAM camera and the installation of three new solar street lights. There are no significant unexplained variances in the budget.

The clerk's salary is paid in accordance with members approval and statutory guidance, and documented in the relevant minutes. PAYE and NIC have been properly operated (all relevant records being submitted for inspection). Receipts & Payments is used as the basis for accounting. Levels of insurance cover are regularly reviewed. No petty cash is held.

The council's website is of a good standard, containing lots of useful information, council policies etc, and is regularly updated with minutes and agendas of meetings. It is easily navigable.

Standing Orders were last reviewed in October 2022 and are reviewed every three years. Financial Regulations in October 2021 and are reviewed every two years. The Risk Management policy is reviewed annually (and the council has a Core Document Review in place to ensure this takes place). Financial record keeping is of a good standard and readily accessible to members and the public (via the Council's website). The bank is reconciled on a monthly basis with regular financial reporting to members. I have inspected the Assets Register (it is shown on the website) and have found this to be in order. It was updated in January 2022. I believe that governance procedures have steadily improved since the arrival of the present Parish Clerk and are now far more robust.

I am assured that VAT returns are up to date and properly implemented. £3,163 was paid to HMRC in the year ending 31st March 2023. A claim has been entered for a refund.

The council holds a General Reserve in the sum of £29,434.

I would make no formal recommendations to members as I believe that governance procedures and accountancy records for this council are now of a good standard.

In conclusion, I am satisfied that this parish council is functioning well and is fully discharging its legal and statutory responsibilities.

In accordance with the above I have duly signed and completed the relevant part of the Annual Governance and Accountability Return 2022/23.

ROBIN GOREHAM

(Internal Auditor)

April 2023