**Oakthorpe Donisthorpe and Acresford Parish Council**

**Council Meeting June 2022**

**Finance Report – Parish Manager**

**1. Internal Audit 2021 - Recommendations**

The annual report of the Internal Auditor was accepted by the Council at its meeting on 14 July 2021. There were several recommendations made in the report where the Council is required to take appropriate action to help enhance and strengthen the internal controls that exist.

A summary of the recommendations and action taken is as follows:

• The PC website is regularly updated and is easy to navigate, however it was noted that some

information had not been fully transferred from the old site and some files required saving

being allowing the reader to open, which was not conducive to easy access for the public.

I recommend this is reviewed with some urgency to ensure easy access.

This is being investigated to see how easy this is to achieve, Concern it will be very time heavy

• I would recommend that any Councillor with specific responsibilities (i.e. monthly risk

assessment) be noted on the website.

Added to council agenda and added to the accessibly section on the website.

• Members interests were noted on the website. These need to be updated and added to the

website as soon as possible.

These have been re-signed due to the new code of practise and sent to the monitoring officer. Once these have been uploaded to NWLDs website the link will be added to ODAPC site.

Cemeteries:

• It was noted that the JBB held funds are included in the PC financial details including the

AGAR as the PC is deemed the leading Council within the JBB.

I would raise a point that whilst an annual payment is paid to the JBB by Ashby Would

TC as the second contributing council but who have no specific responsibility within

the JBB I recommend it should be noted within the council records that a percentage

of the funds held by the JBB (currently totalling £26,836.85) belong to the Ashby

Woulds Town Council.

This will be added to the Burial Committee Asset register

**2. Payments**

In order to comply with paragraphs 5.6 and 6.7 of the Council’s Financial Regulations the following due payments that arise on a regular basis will be authorised for the year:

**Statutory/Obligation**

Salaries, PAYE, NI and NEST Pension Fund

VAT

Auditor Fees - PKF Littlejohn

ICO - £40

Unity Bank Fees (DD quarterly)

**Continuing Contracts**

ROSPA £240 per quarter

**Licences**

Scribe – Accounting Software

Domain names

Microsoft Office

HP Ink

**Utilities Direct Debits**

PlusNet – (when/if) office set up

Barclay card

**Rents -annual**

CISWO

LCC (playground rent)

NWLDC – Waste – trade bin & council owned parish bins

**Rents – monthly**

ME Sports – meeting room rental

Monthly agreed office cost - until relocated

Any payments made will still be reported to the next appropriate meeting of the Council along with remaining invoices requiring approval for payment.