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31 January, 2025

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Mrs J Mullane
Clerk to Weston on the Green Parish Council
Oak View
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Dear Jane

Weston on the Green Parish Council 2024/25 (4/24 to 12/24) Audit

I have now completed the interim Internal Audit for the Council as at 31/12/24 & am pleased to report that the overall internal control procedures are adequate to meet the needs of the AGAR Practitioner's Guide 2024 and the Accounts & Audit Regulations 2015 (as amended).

A series of test checks on the Council's financial records, vouchers, documents, minutes, policies, insurance & assets register were done to ascertain efficiency & effectiveness of the Council's systems.

Any attached Audit comments & recommendations will only enhance the current processes and procedures.

This report should be noted & taken to the next meeting of the Council for discussion & formal minuting. As agreed, the 2024/25 AGAR, final audit is confirmed as Wednesday 14th May 2025.

I would like to thank you for enabling the audit to be performed remotely & for your help during the audit process. I look forward to hearing any comments in due course.

Yours sincerely

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PAUL REYNOLDS, FMAAT

Audit comments & recommendations

1. The VAT refund for 2023/24 of £1,256.52 was received on 6/6/24.
2. The Quarterly claiming of VAT in 2024/25 is helping cashflow as recommended at last audit.
3. Both Precept tranches have been received totalling £25,949.
4. The overall Bank holdings at 31/12/24 were agreed as **£63,571.33**.
5. PWLB loan repayments for £1,844.74 made in this period.
6. Noted that Minibus insurance cover is held with QBE (Endsleigh) (00045983) covering to 7/2/25.
7. The Asset register is very well detailed with values & photos.
Recommend any serial nos. are included for all IT equipment & any other external electrical items, to provide required data for any Clear Insurance claims.
8. Current insurance policy 1007236378 is held with Clear from 1/6/24 (on 3-year LTA), which covers the standard Local Council aspects.
9. **Recommend** that Cyber cover be reviewed with Clear, as malware attacks are becoming more common place in Local Government. In a recent NAO report of Cyber attacks (in the 40+ Counties & Metropolitan areas), the worst local Counties for Cyber-attacks after London as 1st were Wiltshire 3rd, Dorset 6th & Hampshire 10th. A bolt-on OSR policy is probably around £340.
10. Any delegated powers to the Clerk both for general aspects & amendments to cover Covid-19 type issues, may now need review & updating.
11. All minutes are being regularly signed & dated at next meeting by the Chair, ensuring any decisions taken become lawful.
12. The website contains the relevant 2023/24 AGAR items including the Moore External audit report & Conclusion of Audit papers.