

Gwennap Parish Council

Internal Audit Report

Year Ended 31st March 2026



Prepared by: Aalgaard Renshaw Business Solutions Ltd

Date of Interim Visit: n/a

Date of Final Inspection: 2nd April 2026

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Internal Audit Regulation

*All town and parish Councils are required, by the provisions set out in **The Audit Commission Act 1998** and **Accounts and Audit Regulations** (issued 2015) to arrange for an independent internal audit examination, to be undertaken in respect of the authority's accounting records and system of internal control. The conclusions of the said examinations are, thereafter, reported at Section 4 of the authority's Annual Return for the relevant year.*

Internal auditing is defined as "an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its' objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes."

Aalgaard Renshaw Business Solutions Ltd was appointed as the Internal Auditor by Gwennap Parish Council, for the Municipal Year 2025/26

The Internal Audit Review was undertaken after the year end. This audit included compliance and substantive testing to ensure that the control objectives are being met.

The Audit does not guarantee that the accounting records are free from fraud or error.

This report details the scope of the assessment undertaken in relation to Gwennap Parish Council for the 2025/26 fiscal year. This assessment was undertaken on 2nd April 2026

Methodology

When undertaking the Internal Audit for the fiscal year 2025/26 regard has been given to the materiality of the authority's transactions and the potential for mis-recording or misinterpreting the same in year- end Statement of Accounts/ Annual Return.

Aalgaard Renshaw Business Solutions Ltd operates an investigatory programme, designed to provide the requisite level of assurance that the audited authority has appropriate and robust financial processes in situ, which ensure that transactions are enacted with both efficacy and integrity, and which provide a reasonable probability that any material errors, or possible abuses of organisational, or national, regulatory frameworks are easily identifiable.

The Internal Audit programme applied by Aalgaard Renshaw Business Solutions Ltd also facilitates the completion of the Internal Audit Report, which forms part of the authority's Annual Return document.

Observations and Conclusion

Having undertaken a comprehensive Internal Audit of Gwennap Parish Council's accounting records and system of internal control, we have concluded that, based on our inspection, the Parish Council has striven to comply with the basic tenets of management, and financial, reporting for the accounting period 2025/26.

There are two material matters that have been raised in the following report, these have been identified solely to provide guidance in relation to the administrative/ governance functions of the Parish Council. These recommendations include;

- the requirement to publish all financial documentation to ensure compliance with the requirements of transparency and accountability.*
- It is recommended that Members are provided with a quarterly financial report detailing all income and expenditure to date, for the pertinent fiscal year. This should also be published on the Parish Council website.*

Acknowledgement

Aalgaard Renshaw Business Solutions Ltd would like to take this opportunity to thank the Members of Gwennap Parish Council for their instruction to undertake their Internal Audit.

Thank you also to the Clerk/RFO, Chris Ring for his kind co-operation.

Carolyn Y. May LLB (Hons), M.A. (Finance & Investment), B.Sc.

Jacqui Peskett

Aalgaard Renshaw Business Solutions Ltd

Corporate Governance Statement

Terms of Engagement		Ref	Notes
1.	Review Terms of Engagement; confirm that engagement is appropriate to this fiscal year.		Reviewed
2.	Confirm the professional independence and competence questionnaire has been completed and agreed with the client.		Confirmed
3.	Agree Internal Audit fee with client.		£350.00
4.	Agree attendance date.		2nd April 2026

Professional Independence and Competence Questionnaire (to be completed by the Internal Auditor)

The internal audit function must be sufficiently independent from the management of financial controls and procedures of the council which are the subject of review. The person or persons conducting internal audit must be competent to carry out the role in a way that meets the business needs of the council.

The two key principles, which councils must follow in setting up their internal audit function are independence and competence.

Independence	
Do you have any specific reliance on the fee to be earned from this assignment	No
Overdue fees	
Does the client/group of clients owe the firm any money which exceeds our normal credit terms?	No
Litigation	
Is there any actual or anticipated litigation between us and the client in relation to fees, audit work or other work?	No
Associated firms	
Are you or your staff associated with any other practice or organisation which has had any dealings with the client council?	No
Family or other personal relationships	
Do you or any of your staff have personal or family connections with the council or its officers?	No
Mutual business interest	
Do you or any of your staff have any mutual business interests with the client or with an officer or employee of the client?	No
Financial involvement	
Do you or your staff, or anyone closely related to you or any of your staff, have any financial involvement with the client in respect of the following:	
Any beneficial interest in shares or other investments?	No
Any loans or guarantees?	No
Goods and services: hospitality	
Have you or any of your staff accepted materials, goods or services on favourable	No

terms or received undue hospitality from the council?	
Ex-partners or senior staff	
Has any senior officer of the council been a partner or senior employee of the practice?	No
Is the partner or any senior employee on the audit team in negotiations to join the client?	No
Long association	
Have you been acting for more than 10 years? If yes, then consider rotation/engagement quality review.	No
Provision of other services	
Do we provide any of the following services to the client:-	
Accounting services, book-keeping, or payroll services	No
Staff secondments	No
IT services where we are involved in the design, provision, or implementation of systems	No
Specialist valuations which are included in the accounts	No
Tax compliance work or tax planning	No

General Information

Name of Parish	Gwennap Parish Council
Name of Clerk/ RFO	Mr Chris Ring
Contact Details of Clerk	clerk@gwennap-pc.gov.uk
Parish Council Website address	www.gwennap-pc.gov.uk
Number of Electors	1,288
2025/26 Precept Sum	£59,475
2026/27 Precept Request	£ 63,500
Insurance Policy Details	Covered by Gallagher insurer Hiscox Insurance Company Ltd Policy number 8308848 1st December 2025 to 30th November 2026. £10 million Employer and public liability.
Accounting Package Used by the RFO	Scribe Accounting Package
Name of Chair	Cllr. Richard Williams
Contact Details of Chair	richardwilliams@gwennap-pc.gov.uk
Is the Clerk CiLCA Qualified?	No
Appointed Member for Financial Reviews	Chairman & Vice Chairman, plus one other Member of the Parish Council
Number of Members Permitted	7

Number of Members (Actual)	6
How many Members of Staff are Employed by the Smaller Authority?	One – the Clerk/RFO
Does the Smaller Authority have the Power of Competence?	No
When was the Power of Competence last Agreed?	N/A
Do all Members of Staff have a valid Contract of Employment? Note: List All Staff Members, job descriptions and date of contract of Employment	Yes - inspected
Are all staff Members in a Pension Scheme? Note: Scheme details and names of Members	Yes Local Government Pension Scheme, one member Mr Chris Ring.
Does the Authority rely on S.137	Yes (if required)
How many Committees does the authority run? What are they and how often do these committees meet?	Finance Committee Staffing Committee Staffing Appeals Committee
How many Working Groups does the authority run? What are they and how often do these working groups meet?	Playground Working Group
Date of Annual Parish Meeting	11th March 2025

Date of Internal Auditor Appointment	February 2026 (engagement by telephone).
Date of Presentation of Internal Audit to the Smaller Authority	8 th April 2025 – Minute 14.3 of that date refers
Date of presentation of Completed AGAR to Smaller Authority	8 th April 2025 – Minute 14.3 of that date refers
Date of presentation of External Audit to Smaller Authority	22 nd September 2025
Dates of Exercise of Public Rights	3 rd June 2025 until 14 th July 2025
Date that Annual Budget was presented to the Smaller Authority	10 th November 2025, Minute 13.3 of that date refers
Date that the Annual Budget was approved by the Smaller Authority	10 th November 2025, Minute 13.3 of that date refers
Date that the Annual Precept was Approved by the smaller Authority.	10 th November 2025, Minute 13.3 of that date refers
Opening Cashbook Balance at the commencement of the Financial Year under review	£108,673.00
Closing Cashbook Balance at the end of the Financial Year under review.	£110,348.00

Policies and Process Documents

Policy Document	Last Review	Next Review Date
Standing Orders	13/05/2024	May 2026
Financial Regulations	13/05/2024	May 2026
Member Code of Conduct	May 2025	N/A
IT Policy	09/03/2026	March 2027
Equal Opportunities Policy	On Parish Council website – no date recorded	May 2026
Complaint Handling Policy	Present on website – no date recorded	May 2026
Grievance Policy	11/02/2025	May 2026
GDPR Policy (contained within the Parish Council's Privacy Policy)	Compliant	May 2026
Anti-Bullying Policy	11/02/2025	May 2026
Data Protection Policy	14/05/2025	May 2026
Data Breach Policy	Awaiting Ratification	May 2026
Data Subject Request Policy	14/05/2025	May 2026
Anti Fraud and Corruption Policy	Awaiting Ratification	May 2026

Investment Policy	N/A	N/A
Grants Policy	Awaiting Ratification	May 2026
Health & Safety Policy	Several separate Policies	
Procurement Policy	A draft document has been published on the Parish Council website but has no confirmation of acceptance date recorded	May 2026
Safeguarding Policy	May 2025	May 2026
Whistleblowing Policy	N/A	N/A
General Reserves Policy	Awaiting Ratification	May 2026

Processes

Committee Terms of Reference	Staffing Appeals Committee TORS Finance Committee TORS Staffing Committee TORS	The documents were checked by the Internal Auditor on 2nd April 2026 and were found to be in order.
Publication Scheme	Social Media Policy Present on website – no adoption date recorded	May 2026
Statement of Internal Control/ Review of Effectiveness of System of Internal Control (AAR 2015 Section 6(1) refers	Awaiting Ratification	May 2026
Freedom of Information Act 2000	May 2025 A17 refers	May 2026
Asset Register (including Land Holdings)	The Asset Register/ Land Holdings are published on the Parish Council website.	The documents were checked by the Internal Auditor on 2nd April 2026, and were found to be in order.

Internal Control Register (Monthly Review)	Chair and Vice Chair undertake a monthly review of the Parish Council expenditure and bank reconciliation. The documents are then signed and retained.	The documents were checked by the Internal Auditor on 2nd April 2026, and were found to be in order.
Register of Interest – All Members	On website	Compliant
Review of effectiveness of Systems of Internal Control	Reviews properly filed in Parish Council Financial Records – checked by the Internal Auditor 2nd April 2026	Compliant
Financial Risk Assessment (Annually Reviewed)	14th May 2025 A11 refers	May 2026

Observations	<p>It is noted that there are several draft policies that are awaiting Parish Council ratification. The Clerk has confirmed that this will be undertaken at the May 2026 Annual Parish Council Meeting.</p> <p>It is accepted that the implementation of the new Assertion 10 has created a need for the publication of several additional policies to ensure Parish Council compliance with the same. The Internal Auditor is confident that the Parish Clerk has taken the necessary steps to ensure that that the Assertion 10 obligations will be met in early course.</p>
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Digital and GDPR Compliance (Assertion 10 SAPPP 2025)

Note: Public sector bodies must prioritize accessibility in their digital services to comply with legal requirements and ensure inclusivity. By adhering to the Public Sector Bodies Accessibility Regulations 2018, these organizations can provide equitable access to information and services for all users. For more detailed guidance, public sector organizations can refer to resources available on the UK government website.

	Response	Comment
Does the authority have a generic email account hosted on an authority owned domain?	Compliant	No Comment
Are there 'role based' email addresses for staff?	Compliant	No Comment
IT Policy Adopted	Compliant	No Comment
Does each Member have an assigned, compliant, email address?	Compliant	No Comment
Has a website accessibility check been undertaken and documented? (Websites and Mobile Applications Accessibility Regulations 2018).	Compliant www.accessibilitychecker.org	No Comment
Has the authority published an 'Accessibility Statement' on its website and apps – This statement should outline the level of accessibility, any known issues, and alternative ways to access information if barriers exist.	Compliant	No Comment

GDPR		
<p>Does the Data Protection Policy cover:</p> <ul style="list-style-type: none"> • Data Processing/ Mapping • Risk Assessment 	Compliant	May 2026
<p>Does the authority have an appointed Data Protection Officer?</p> <p>Under Data Protection Act 2018 (S.7) Parish Councils and Parish Meetings are exempt from this requirement</p> <p>Note: Details</p>	N/A – Parish Council Exempt	No Comment
<p>Does the authority conduct regular data audits to identify what personal data is held, how it is used, and make sure that it is processed lawfully?</p>	The Parish Council does not generally hold data. N/A	No Comment
<p>Does the authority implement a Data Protection Policy on data handling, storage, and sharing?</p>	Compliant	Compliant
<p>Does the Authority provide regular training to ensure that all staff and Members are trained on data protection principles and practices?</p>	Clerk undertakes regular training to keep up to date.	Compliant
<p>Does the authority secure data using appropriate technical and organisational measures to protect data from breaches?</p>	Compliant	No Comment
<p>Does the Authority have a plan to implement procedures for Subject Access Requests and Data Breaches?</p>	Policy to be ratified at the Annual Parish Council meeting in May 2026	No Comment

Does the Authority have appropriate and secure technical and organisational measures in place to protect personal data from breaches?	Compliant	No Comment
FREEDOM OF INFORMATION	RESPONSE	COMMENT
The Freedom of Information Act places a duty on every public authority to adopt and maintain a publication scheme of information by the authority, and this must meet the requirements of the ICO model publication scheme.		
Does the Authority proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.	Compliant	No Comment
Does the Authority proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.	Compliant	No Comment
Does the authority produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.	Compliant	No Comment

<p>Does the authority review and update on a regular basis the information the authority makes available under this scheme.</p>	<p>Compliant</p>	<p>No Comment</p>
<p>Does the authority produce a schedule of any fees charged for access to information which is made proactively available.</p>	<p>Compliant</p>	<p>No Comment</p>
<p>Does the authority make this publication scheme available to the public.</p>	<p>Compliant</p>	<p>No Comment</p>
<p>Does the Authority publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.</p>	<p>No requests made - would comply if required.</p>	<p>No Comment</p>

Classes of information		
<p>Who we are and what we do. Organisational information, locations and contacts, constitutional and legal governance.</p>	<p>Compliant</p>	<p>No Comment</p>
<p>What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement, and contracts.</p>	<p>Compliant</p>	<p>No Comment</p>
<p>What our priorities are and how we are doing. Strategy and performance information, plans, assessments, inspections, and reviews.</p>	<p>Compliant</p>	<p>No Comment</p>
<p>How we make decisions. Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.</p>	<p>Compliant</p>	<p>No Comment</p>
<p>Our policies and procedures. Current written protocols for delivering our functions and responsibilities</p>	<p>Compliant</p>	<p>No Comment</p>
<p>Lists and registers. Information held in registers required by law and other lists and registers relating to the functions of the authority.</p>	<p>Compliant</p>	<p>No Comment</p>

<p>Observations</p>	<p>The Parish Council is compliant on all matters referred to in this section.</p>
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Freedom of Information Act – publication requirements, as set out in the Transparency Code for Smaller Authorities

INFORMATION TO BE PUBLISHED	COMPLIANT
<p>All items of expenditure above £100, including:</p> <ul style="list-style-type: none"> • The date the expenditure was incurred. • A summary of the purpose of the expenditure. • The amount of the expenditure • VAT that cannot be recovered 	<p>Members are provided with a detailed schedule of payments, which checked against invoices prior to being authorised. The Internal Auditor has suggested that all payments made on behalf of the Parish Council should be publicly displayed on the Parish Council website to meet the requirements of transparency and accountability.</p> <p>It was also suggested that a quarterly report of all transaction to date, made during the pertinent Fiscal Year should be provided to members and placed on the Parish Council website.</p>
<p>End of year accounts – publication of the relevant page of the Annual Return form will suffice.</p> <p>This should be accompanied by:</p> <ul style="list-style-type: none"> • A copy of the Bank Reconciliation for the relevant year • An explanation of any significant variances (e.g. more than 10 to 15%, in line with proper practices) in the statement of accounts for the relevant year and previous year • An explanation of any differences between ‘balances carried forward’ and ‘total cash and short-term investments,’ if applicable. 	<p>Compliant</p> <p>Compliant</p> <p>Compliant</p> <p>Compliant</p>
<p>Annual governance statement</p>	<p>Published on website - compliant</p>
<p>Internal audit report - Publication of the relevant page of the completed Annual Return form will meet this requirement. The internal audit report should be signed by the person who carried out the internal audit.</p>	<p>Published on website – compliant.</p>

List of councillor or member responsibilities	Published on website - compliant
Location of public land and building assets .	To be placed on the Parish Council website
Minutes, agendas, and meeting papers of formal meetings . These should be published no later than one month after the meeting has taken place and must have been signed at the meeting at which they were taken or at the next meeting.	Published on website - compliant
Method of Publication	Published on website - compliant

Observations	<p>Members are provided with a detailed schedule of payments, which checked against invoices prior to being authorised. The Internal Auditor has suggested that all payments made on behalf of the Parish Council (including Standing Orders and Direct Debits) should be included in the Minutes for the meeting at which they are approved. The approved financial transactions should also be publicly displayed on the Parish Council website to meet the requirements of both transparency and accountability.</p> <p>It was also suggested that a quarterly report of all transaction to date, made during the pertinent Fiscal Year, should be provided to members and placed on the Parish Council website.</p> <p>Location of public land and building assets to be published on the Parish Council website.</p>
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Agenda Presentation

COMMENTS	
Did each Agenda contain the appropriate summons?	Agendas checked - compliant
Was each Summons Correctly Signed by the Clerk?	Agendas checked - compliant
Was the required amount of notice provided to the public?	Period between date of publication and meeting checked - compliant
Were Agenda Items correctly listed?	Agendas checked - Compliant
Was the date, place and time of the meeting clearly displayed?	Agendas checked - compliant
Were Agendas and Minutes properly advertised?	Compliant
Were All Draft Minutes properly ratified at the next Smaller Authority Meeting?	Perusal of the Regular Parish Council meeting minutes confirmed that all Minutes were correctly presented to, and have been approved by, the full Council Membership.
Were any amendments properly annotated?	Affirmative
Were ratified Minutes properly signed by the Chair of the Meeting?	Inspection of the hard copies of Minutes confirmed that these are compliant with the signatory requirements.
Were 'Confidential Discussions' properly entered into/ out of. That is, was the appropriate declaration recorded in the Minutes.	Inspection of all Parish Council Minutes highlighted that the Council Body was provided with an opportunity to enter into 'Confidential Discussions' when required to do so. There is, however, no evidence

	contained within Meeting Minutes which suggest that the legal right was implemented during the 2025/26 reporting period.
Were decisions properly Minuted (proposer/ seconder/ decision/ vote result?).	All copy Minutes checked - Compliant
Are all financial transactions contained within/ appended to the Minutes?	All documentation checked – Compliant
Is the time of closure of the meeting recorded in the Minutes?	Inspection of the published Minutes highlighted that the Parish Council was compliant with this requirement.

Observations	<p>It has been noted that the Parish Council has complied with the requirements relating to the publication of agendas and Minutes. All documents were clearly set out and made available within the relevant statutory time limit.</p> <p>Supporting documentation is easily accessible, being contained within the 'Agenda Packs,' which are published with the Parish Council Minutes. The Clerk is to be commended on this method of information provision.</p>
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Meetings

How many Ordinary (Regular) smaller authority Meetings were held during the year being reported upon?	Ten
How many Extraordinary Smaller Authority Meetings were held during the year being reported upon?	None
How Many Committee Meetings were held during the year being reported on?	Two
Are Committee Minutes properly accounted for and available on the smaller Authority website?	Compliant
How Many Working Group Meetings were held during the year being reported on?	One
How many authority meetings were inquorate?	None
Were Minutes for the previous meeting(s) considered and approved (or otherwise).	Perusal of the Minutes highlighted that the Parish Council had considered and approved Minutes from the previous meeting.
Was the approval of the previous meeting(s) Minutes properly recorded in the Minutes for the meeting at which they were approved?	Compliant
Were the approved Minutes properly signed by the Chairman on each page?	Compliant

Observations	It can be noted from the Parish Council Minutes that Gwennap is a well organised and effectively run Parish Council.
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Finance (Accounts and Audit Regulations 2015)

Budget and Precept	Comments
<p>Has the Authority effectively monitored actual performance against budget actual performance throughout the relevant year? Please provide dates and Minute References for quarterly reports/ bank account reconciliations).</p> <p>LG Finance Act 1992 (as amended)</p>	<p>The authority has published the Minutes/ decisions from two separate Finance Committee Meetings held during the 2025/2026 Financial Year (08/04/2025 and 20/10/2025). These decisions were correctly ratified at subsequent Regular Parish Council Meetings. Minutes highlight that spending was correctly monitored against budget headings.</p> <p>Inspection of Regular Parish Council Minutes highlights that a schedule of payment is presented to the Parish Council Meeting monthly and is accompanied by a bank reconciliation report. The payment schedule is not published as part of the Minutes of the meeting at which it was approved . This situation is to be remedied.</p>
<p>Was corrective action taken where necessary?</p> <p>LG Finance Act 1992 (as amended) (S.28 (3))</p>	<p>Not applicable</p>
<p>Did the authority prepare and approve a budget before setting the precept for the following fiscal year? (please provide dates and Minute References).</p>	<p>Perusal of the Regular Parish Council Minutes for the meeting held on 10th November 2025 shows that the Parish Council considered and set the budget and precept (Minute 13.3 of 10/11/2025 refers).</p> <p>It is noted that the precept for 2026/27 was set at £63,500, a 5% increase for Band D properties in the parish. The increase was considered necessary to cover anticipated inflation and the reduction of income under some budget headings.</p>
<p>When setting the budget, did members take into account-</p>	<p>(a) These requirements were addressed by the Finance</p>

<p>(a) The robustness of the estimates made for the purposes of the calculations and</p> <p>(b) The adequacy of the proposed financial reserves?</p> <p>LGA 2003 (Section 25 (a) and (b))</p>	<p>Committee at the meeting held on 8th April 2025 (Minute 7 refers).</p> <p>(b) The Parish Council considered both Earmarked and General Reserves at the regular meeting of the Body, held on 8th April 2025. It was resolved at that meeting to approve the same (Minute Number 14.5, 08/04/2025 refers).</p>
<p>Project Planning</p>	
<p>Has the Parish/Town Council embarked on any significant project/ long-term commitment during the last fiscal year?</p>	<p>Parish Rooms Project – Planning approved now seeking funding to build.</p> <p>Independent person has been appointed to seek Grant Funding.</p>
<p>Was an extensive financial appraisal undertaken prior to embarking on any significant project/ long-term commitment?</p> <p>(Please provide Minute References)</p>	<p>Wheat Maid – Project TROW – grant funding received to undertake a feasibility study. Consultation taken place and consideration currently being given to requirements. This project is to be totally funded from external sources. No parish monies will be utilised.</p>
<p>Has the authority entered into any Loan Agreement, for the purpose of borrowing monies to finance any lawful activity?</p> <p>Note: Please provide details</p>	<p>No</p>
<p>RFO Position and Duties</p>	
<p><u>Section 151 Local Government Act 1972 and Regulation 4 of the Accounts and Audit Regulations 2015</u></p> <p>Has the authority appointed a Responsible Finance Officer, with an appropriate contract?</p>	<p>The authority is compliant on this requirement.</p> <p>The Clerk has been appointed as the RFO and the required duties incorporated into his Contract of Employment.</p>

<p>(Please provide details of the said contract)</p>	
<p>Has the RFO put in place effective procedures to accurately and promptly record all financial transactions and maintain up to date accounting records, together with supporting information? (Detail process)</p>	<p>The authority is compliant on this requirement. Schedules of payments are submitted to, and approved by, Members at each Regular Meeting of the Parish Council. Inspection of the accounts provided highlights that these reflect both the schedules and invoices received and recorded.</p>
<p>Have regular bank reconciliations been carried out throughout the reporting period?</p>	<p>The authority is compliant regarding this requirement. Bank Reconciliations are provided to Members each month.</p>
<p>Has the financial end-of-year statement been provided to, and reviewed by, Members? (Minute Reference Number to be provided)</p>	<p>Compliant</p> <p>The 2024/25 End of year Accounts, Reserves, Assets and Bank Reconciliations were considered at the Finance Meeting, and subsequent Parish Council Meeting, held on 8th April 2025. At Minute 5 of that date, the Finance Committee RESOLVED to recommend to the Parish Council that the end of year documents be approved.</p>
<p>Have suitable arrangements been put in place to ensure that any surpluses are invested appropriately? (Statutory Guidance on Local Government Investments refers).</p>	<p>Compliant</p>
<p>Has the General Reserves Policy been reviewed, and the level and purpose of all Earmarked Reserves been agreed?</p>	<p>No General Reserves Policy at present</p>

Internal Controls	Comments
To meet this requirement, the following processes must be in place:	
Standing Orders and Financial Regulations are in place.	Compliant – published on the Parish Council website.
Do Standing Orders incorporate provisions for securing competition and regulating the way tenders are invited?	<p>Yes – Sections 11 and 12 of the Financial Regulations apply.</p> <p>The Parish Council is considering a separate draft ‘Procurement Policy’ at present. This has been published on the website and reviewed by the Auditor.</p>
Do Financial Regulations detail the process to be applied when ordering goods for the authority, commissions services for the authority?	<p>Yes – Sections 11 and 12 of the Financial Regulations apply.</p> <p>The Parish Council is considering a separate draft ‘Procurement Policy’ at present. This has been published on the website and reviewed by the Auditor.</p>
Do Financial Regulations detail arrangements for the management of debtors?	Yes. Section 9 of the Financial Regulations (para 9.1 – 9.4) refers.
<p>Do Financial Regulations detail how the authority must manage receipts and make payments?</p> <p>(Please outline the process for these transactions)</p>	<p>Section 5 of the Financial Regulations provide guidance for the payment of invoices and the handling of receipts.</p> <p>Section 5.2. provides that the RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council.</p>
Is section 150(5) of the Local Government Act 1972 alluded to in Standing Orders – the requirement for cheques/ orders for	Yes, Section 5.7 of the financial regulations states that A record of payments made under Section 5.6 of the Financial Regulations shall be drawn up and be

payment to be signed by two elected members?	signed by two members on each occasion when payment is authorised .
Does the Clerk/RFO / Member hold a corporate credit card? If so, do these have defined limits, and be cleared monthly by Direct Debit from the main bank account?	No
Have all bank mandates been authorised by the council body, have a list of authorised signatories for each account?	Compliant
Have all VAT payments made during the past year been properly reclaimed? (Detail when/ how much was reclaimed)	Two 03.10.25 - £613.35 31.03/26 - £3,373.55
Has the Parish Council relied on S.137, if so, please list all payments made.	N/A
Where the Power of Competence exists, were all grants made in accordance with the permissions granted?	Not Applicable

What process is in situ for the procurement of services from external sources?	Sections 11 and 12 of the Financial Regulations apply. The Parish Council is considering a separate draft Procurement Policy' at present. This has been published on the website and reviewed by the Auditor.#
What is the level of expenditure which requires the contract to be put out to tender?	£5,000
What is the agreed level of expenditure delegated to the Clerk?	£200
Does the authority service any loans/ long term liabilities. Has an assessment been carried out to ensure the authority can	No

continue to maintain any such loans/ liabilities?	
<p>Review of Effectiveness (Regulation 6 of the Accounts and Audit Regulations 2015)</p> <p>Has the authority conducted a review of the effectiveness of internal control during the year being reviewed? (Details)</p>	Monthly Finance checks.
Compliance with laws, regulations, and proper practices	
Comments	
Has the authority acted within its powers when making decisions?	Agendas checked - compliant
Does the authority exercise the General Power of Competence? (Localism Act 2011 and The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012)	The Authority does not hold the Power of Competence
What processes are in place to ensure the authority's compliance with statutory regulations/ proper practices is regularly reviewed? (Accounts and Audit Regulations 2015)	Monthly Finance Checks recorded in OPC Minutes
Exercise of Public Rights/ External Auditors Review	
Comments	
<p>The authority provided for the exercise of public rights (Sections 25 and 27 of the Local Audit and Accountability Act 2014) and Regulation 15(2)(b).</p> <p>Provide dates and place of publication.</p>	<p>Documents are available, and can be viewed, on the authority's website.</p> <p>Compliant</p> <p>3rd June 2025 until 14th July 2025</p>
A notice of conclusion of the external auditor's limited assurance review of the AGAR, along with relevant accompanying information, was published (Regulation 16	Documents are available and can be viewed on the Parish Council website.

of the Accounts and Audit Regulations 2015)	Compliant
Place of publication.	Parish Council website
Reports from Auditors	Comments
<p>Both Internal and External Auditor reports were presented to the full council body at a public meeting.</p> <p>Please provide relevant dates and Minute references.</p>	<p>Compliant</p> <p>The Internal Audit was presented to the Parish Council at the meeting of the 8th April 2024. The document has also been placed on the Parish Council website.</p> <p>The External Audit was received by the Parish Council at the meeting of the 22nd September 2025 (Minute 15.3 of that date refers) The document was approved and posted on the Parish Council website.</p>
The smaller authority took appropriate action on all matters raised in reports from internal and external auditors.	Compliant
Risk Management	Comments
<p>An assessment of the risks facing the smaller authority was carried out.</p> <p>Please provide the dates and policies appertaining to this exercise.</p>	<p>Compliant – a General Risk Assessment and Risk Management Strategy has been published on the Parish Council website, although the former is not dated. A Financial Risk Assessment was undertaken and approved at the Ordinary Parish Council meeting held on 12th April 2023. This assessment has been published on the Parish Council website.</p>
Significant Events	Comments
The authority considered whether any litigation, liabilities, or commitments, events, or transactions, either during or after the year end, will have an impact on the smaller authority and, where	No

<p>the smaller authority and, where appropriate have them included in the accounting statements.</p>	
<p>General Accounting Principles Compliance</p>	<p>Comments</p>
<p>Have appropriate accounting records been properly maintained throughout the reporting period?</p>	<p>Accounts have been checked. These are maintained on a Scribe Accounting Software Package and updated by the Clerk monthly.</p> <p>Sample invoices and payments have been checked and found to be in order.</p> <p>Compliant</p>
<p>Have periodic bank account reconciliation been properly carried out throughout the reporting period?</p>	<p>Accounts are reconciled against the monthly bank statements. Accounts checked are compliant with the requirements set out in Legislation and Regulations governing Parish and Town Councils.</p> <p>Compliant</p>
<p>All payments were supported by invoices; all expenditure was approved and VT properly accounted for.</p>	<p>Sample invoices and payments have been checked and found to be in order.</p> <p>Compliant</p>
<p>Was expected income fully received based on correct prices, properly recorded, and promptly banked?</p>	<p>Yes</p>
<p>Has the authority undertaken any investments for any purpose relevant to its functions under any enactment, or for the purposes of prudent investment? (LGA 2003 (S.12))</p>	<p>No</p>
<p>Has the authority made any capital expenditure payments in the past fiscal year? (LGA 2003 (S.16))</p>	<p>No</p>

Was VAT properly accounted for?	Compliant
Petty Cash Payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for?	Not Applicable
Salaries to employees and allowances to Members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	Perusal of the pay statements appertaining to the Clerk/RFO, and payments made (NICS/Tax) to HMRC confirm that the Parish Council is compliant with this requirement.
Did the authority undertake quarterly financial reviews. If so, were these considered by Members during an open Council Meeting?	After discussion it was agreed that this will be implemented in the new Financial Year.
Were all quarterly reviews published in their entirety, for public consideration?	To be implemented in the 2026/27 Fiscal Year.
Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cashbook, supported by adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.	The authority is compliant in this regard
If the authority certified itself exempt from a limited assurance review.	Not Applicable
When approving payments for release, do those members signing cheques examine and sign / initial individual invoices. Please provide a brief description of the approval process from receipt of invoice through to release of funds, on a separate sheet.	Yes, the regulations governing payments are contained within the Financial Regulations.
Are all individual payments by direct debit, smaller bankers' standing order, or internet, if in use, similarly examined and approved for payment by members? Please provide detail of the controls in place over such payments, where different to those for cheque payments.	Not at present, will be implemented in the 2026/27 Fiscal Year.

Does the Council / a nominated member review the detail of bank reconciliations routinely throughout the year and verify detail to underlying cashbooks and bank statements (Governance and Accountability manual refers)	Compliant - this task is undertaken by the Chairman and Vice Chairman monthly.
ASSET MANAGEMENT PROCESS	
Does the Council maintain a register of all material assets owned, or in its care?	Asset Register inspected by the Internal Auditor - compliant
Are the assets and investments register up to date?	Compliant
Have dates of acquisitions been noted?	Yes
Is a life estimate recorded?	No
Has the location of the item been recorded?	Yes
Have dates of upgrade and disposal been noted?	N/A
Do asset insurance valuations agree with those in the asset register?	Yes
Has a physical examination / verification of the Councils stock of assets been undertaken recently? If so, when and by whom?	Yes
Are asset values based on purchase cost net of VAT (where known)? Where detail of the purchase cost is unknown, asset values should be reported on the Annual Return at the same value as the previous	Yes.

year, except where new assets are acquired or disposed of.	
Does the Council function as Sole or Custodial trustees of any charitable funds? If so, are the transactions excluded from the Annual Return financial detail at Section 2?	No.
Sale of fixed assets	
Did any disposal of an asset fall into Section 10 of the LGA 2003 (where any disposal does not consist wholly of money payable to the authority, or (b) where a local authority receives otherwise than in the form of money anything, which if received in that form, would be a capital receipt under sub section 1 of the said Act.	No
Use of income from sales (de minimis £10,000)	N/A

Observations	Gwennap Parish Council and its Clerk/ RFO are to be commended for the meticulous way its financial matters are managed. The Clerk/RFO is reactive to changes in requirements, and that he strives to ensure with compliance laws and regulations.
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Compliance with Laws, Regulations and Audit Regulations 2015

	Comments
Does the authority exercise the General Power of Competence (Localism Act 2011)?	No
Are procedures in place to ensure that the authority is compliant with statutory regulations and applicable proper practices – and that these are regularly reviewed?	The Parish Council meets its responsibilities. This is evidenced from Parish Council Minutes and other published documents
<p>Exercise of Public Rights. Sections 26 and 27 of the Local Audit and Accountability Act 2014 require the RFO to published on the authority's / other website:</p> <ol style="list-style-type: none"> 1. Sections 1 and 2 if the Annual Governance & Accountability Statement 2. A declaration that the status of the statement of accounts is unaudited, and. 3. A statement that sets out details of how public rights can be exercised (Regulation 15(2)(b)). 4. The External Auditors Review (Notice of Conclusion of Audit) 5. A Parish Meeting Notice – by displaying the information in a conspicuous place in the authority's area for a period of at least 14 days. 6. A Risk Management assessment, identifying the risks faced by the authority must be carried out annually, with any steps implemented to manage any risks 	<p>The Parish Council has complied with the statutory regulations relating to these obligations.</p> <p>Compliant</p> <p>Compliant</p> <p>Compliant</p> <p>Compliant</p> <p>Compliant</p> <p>Compliant</p>

identified being recorded – Evidence to be provided.	
The authority has appointed an independent and competent person to undertake an effective internal audit to evaluate the effectiveness of its risk management, control, and governance processes.	Compliant. Aalgaard Renshaw Business Solutions Ltd was appointed to undertake the 2025/26 Internal Audit.
The Internal Auditor was appointed through the provision of a Letter of Engagement?	Compliant
Is the appointed Internal Auditor Independent and Competent ?	Compliant
Does the Internal Auditor hold any Financial Qualifications?	Yes – a master's degree in Investment and Business Finance from the University of Exeter and a legal qualification in Taxation Law from the University of Kent
Does the Internal Auditor carry Liability Insurance? (Policy details to be included).	Yes
Does the Internal Auditor possess an understanding of proper practices in relation to governance and accounting requirements within the legal framework and powers of smaller authorities ? – knowledge of this is a prerequisite.	Yes, both are qualified Parish/Town Clerks. Carolyn May holds both legal and financial qualifications.
Does the Internal Auditor possess an awareness of the most recent Model Standing Orders and Model Financial Regulations?	Yes
Does the Internal Auditor have an awareness of the relevance of VAT and PAYE/NIC rules applied to the authority?	Carolyn May holds a qualification in the Law of Taxation

<p>Observations</p>	<p>An in-depth Internal Audit of the Parish Councils records and policies was undertaken on 2nd April 2026. Whilst there are several new policies awaiting ratification by the Parish Council, the body and the Clerk/ RFO are to be commended for implementing and maintaining an effective and high standard of both administrative and fiscal control.</p> <p>It is clear from the findings of the Internal Auditor that the Council and the Clerk/RFO are proactive in implementing new (and often onerous) protective controls. The Parish Council is to be commended on that point.</p> <p>A special mention is made in relation to the provision of the 'Agenda Pack.' This is deemed to be a most useful addition to the website and the Clerk should be commended for this innovative approach to the effective dissemination of information.</p> <p>The interaction between the Parish Council and the local community is also to be commented upon. The Parish Council clearly acts in the best interests of its parishioners, and seeks to improve, both directly and indirectly, the amenities on offer to its residents.</p> <p>Gwennap is an effective and well-run, beacon, Parish Council.</p>
<p>Recommendations</p>	<p>Members are provided with a detailed schedule of payments, which checked against invoices prior to being authorised. The Internal Auditor has suggested that all payments made on behalf of , and approved by, the Parish Council (including Standing Orders and Direct Debits) should be included on the Parish Council Minutes and publicly displayed on the Parish Council website to meet the requirements of both transparency and accountability.</p> <p>It is also suggested that a quarterly report of all transaction to date, made during the pertinent Fiscal Year, should be provided to members and placed on the Parish Council website.</p> <p>The Location of public land and building assets should be published on the Parish Council website.</p>