

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 16 September 2021, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

A G E N D A

Doc. Ref

1. Apologies
2. Declarations of Interest and Dispensation Considerations
Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.
3. Minutes of Council Meetings
Approve the signing as a correct record, Full Council of 6 May 2021
4. Public Participation
Matters brought to the Parish Council by residents. The Chair may limit a member of the public to 3 minutes of speaking in order to ensure the smooth running of the meeting. Overall this section will typically be limited to 20 minutes although the Chair may, at their discretion, extend this.
5. Statutory Business
Planning - Consider planning report from Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines Item 5
6. Financial Items
 - 6.1 Approve Expenditures for this month, and any submitted after the agenda Item 6.1
 - 6.2 Receive financial reports (Items: a Income, b Reconciliation, c Budgets) Item 6.2
 - 6.3 Receive the Internal Auditors Report year ending 31 March 2020 Item 6.3
7. Land at Chapel Brook
Nominate the Chair and Vice Chairman to sign the Contract for Sale and Land Registry transfer forms, further to the decision by Council to purchase the land made 19/11/20
8. Matters for information
Notify the Chair prior to the meeting starts of any item to be brought up under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.

D. Platt
CLERK

Published: 08/09/21

Full Council meetings 2020: 21 October, 18 November

Newsletter deadlines: 09/11/21 for December issue; 07/02/22 for March issue; 08/05/22 for June issue; 07/09/22 for September issue;

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
Ref. No: 21/00443/FULHH Received: Fri 09 Apr 2021 Validated: Mon 23 Aug 2021	Single storey rear extension 4 Tempest Close Buckshaw Village Chorley PR7 7LF	No observations
Ref. No: 21/01016/DIS Received: Thu 19 Aug 2021 Validated: Thu 19 Aug 2021	Application to discharge condition 7 (details of site office) attached to planning permission 20/01170/REM (which was a reserved matters application for community allotments). Land Adjacent To 120 Copland Place Euxton	
Ref. No: 21/01046/FULHH Received: Fri 27 Aug 2021 Validated: Fri 27 Aug 2021	Two storey side extension & new entrance porch to existing bungalow including modifications to existing elevations Culbeck Nurseries Culbeck Lane Euxton Chorley PR7 6EP	Alterations and extension to form upper floor with additional 2 bedrooms. Suitable off-road parking
Ref. No: 21/01019/CLPUD Received: Fri 20 Aug 2021 Validated: Fri 20 Aug 2021	Application for a certificate of lawfulness for a proposed single storey rear extension 2 Church Walk Euxton Chorley PR7 6HL	

APPLICATIONS SINCE AGENDA		



Euxton Parish Council

Internal Audit Report 2020/21

JDH BUSINESS SERVICES LTD

Item 6.3

The internal audit of Euxton Parish Council is carried out by undertaking the following tests as specified in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf.

As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

J D H Business Services Ltd

Item 6.3

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
1	<p>Insufficient information was provided for internal audit to substantiate the year end bank reconciliation:</p> <ul style="list-style-type: none"> - The following bank statement PDFs only disclosed transactions so year end balances could not be verified: - 30/03/2021 RBS Current £595.59 - 31/03/2021 RBS Debit Card £4,000.00 - 31/03/2021 RBS High Interest £73,310.69 - The following bank statements were not dated as year end balances: - 31/12/2020 Coop - Current £973.09 - 05/01/2021 Coop - Savings £10,119.28 - 01/02/2021 TSB - Current £417.18 - 01/03/2021 TSB - Savings £19,745.31 - 16/03/2021 Barclays Current £65.00 - 16/03/2021 Barclays Savings £30,271.67 	<p><i>Year end bank statements should be secured for all bank accounts to ensure the correct balances are included in the year end bank reconciliation. Information provided for internal audit should clearly identify the balances included in the bank reconciliation.</i></p>	<p>The banks don't supply statements if there has been no activity and it is a nightmare even ringing them let alone getting a statement stating no change. I can't do much about this item.</p> <p>Supplied you with: Barclays only statement to middle of month so the next month is attached but this time they only sent a current account and not both. Co-op & TSB hadn't had transactions so I don't have up to date statements.</p> <p>Update Most of the accounts now have been depleted since this report</p> <p>Suggested Action by Council Council could wind up some of the accounts which are not required in the future</p>
2	<p>Publication Requirements</p> <p>The Notice of Conclusion of Audit and Audit Certificate were not published by the deadline of November 30th 2020.</p>	<p><i>We have concluded in the AGAR internal audit certificate that the council did not comply with the publication requirements for the 2019/20 AGAR audit as required by the Accounts and Audit Regulations 2015 as amended by the Accounts and Audit</i></p>	<p>Issue 2. The external auditor PKF apologised to the Council in writing for not responding in time but would not change its report - they used a defunct email for the Council which is no longer working - they could not explain why this</p>

Item 6.3

	ISSUE	RECOMMENDATION	FOLLOW UP
	However, this was due to delays in the completion of the external audit.	<i>(Coronavirus) (Amendment) Regulations 2020. However, there is no recommendation as there were delays in the external audit so the council ere unable to publish within the deadline.</i>	happened, as all our emails from them before and after come to this one and all our emails to them come from this one!
3	The council did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as amended by SI 2020/404 the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 as it failed to make proper provision for the exercise of public rights for the 2019/20 accounts. The public notice announcement date was the same date that the inspection period commenced. The public notice announcement date must be at least one day before the commencement of the inspection period.	<i>The council must comply with the requirements of the Accounts and Audit Regulations 2015 with respect to the notice for the exercise of public rights.</i>	Issue 3. Obviously my mistake from poorly worded instructions by External Audit. It was displayed on the day of commencement.
4	The risk assessment does not address the risks of supplier fraud. Most standard local council policies do not cover supplier fraud. The supplier fraud risks can be managed via appropriately robust policies and procedures. Examples of prevention actions include:	<i>The risk assessment should be updated to include supplier fraud including the adequacy of supplier onboarding controls.</i>	Issue 4. This will be addressed by Council following them receiving this report. Update: Financial Regs say: 5.12 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by 2 members.

Item 6.3

	ISSUE	RECOMMENDATION	FOLLOW UP
	<ul style="list-style-type: none"> - training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information. - establish a rigorous change of supplier details procedure - where a supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. A person should be authorised to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change - periodic review of supplier accounts should also be undertaken to remove any dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments. - checking address and financial health details with Companies House - checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account 		<p>And</p> <p>6.17 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by 2 members. A programme of regular checks of standing data with suppliers will be followed.</p> <p>Suggested Action by Council</p> <p>Suggestion is that the Risk Assessment is updated to include item:</p> <p>‘Supplier Fraud’ and that the matter is specified in the Financial Regulations at 5.12 and 6.17</p>