

**BURSTON AND SHIMPLING PARISH COUNCIL**  
**Annual Internal Audit Report**  
**(as required by section 151 of the Local Government Act 1972)**  
**Financial Year Ending 31<sup>st</sup> March 2024**

I have in the (virtual) presence of Mrs Frances Sharp (Parish Clerk) inspected the parish council documents as appropriate, and in line with, the scope of the audit requested. Cllr. Alison Wakeham is presently Chair of the Council. Alison also acts as the Responsible Finance Officer for the council. I would like to thank Fran and Alison for providing me with all the information required to carry out the audit.

Burston and Shimpling Parish Council is responsible for such assets as a recreation ground/playing field (with multiple play equipment and the Jubilee Pavilion) at Crown Green; a piece of land at Church Green which includes Burston War Memorial; a memorial garden; a community orchard; a bus shelter; three defibrillators; a SAM2 speeding sign and Shimpling Village Sign.

No formal recommendations were made in the last Internal Audit report (May 2023).

The Parish Council has calculated and agreed an annual precept of £12,900 (its meeting of 10<sup>th</sup> January 2023 refers).

The council's Treasurers Account and Asset Reserve Account totalled £18,497 (as of 31<sup>st</sup> March 2024).

There are no significant unexplained variances in the budget.

The Council has certified itself exempt from a limited assurance review, met the criteria and made the correct declaration.

The bank is reconciled on a quarterly basis. Banking is with Lloyds.

Income & Expenditure is used as the basis for accounting.

The cashbook is well maintained and regularly balanced.

A Schedule of Payments & Receipts is reported to councillors at each council meeting.

No petty cash is held.

Standing Orders, Financial Regulations and the Risk Management policy were all reviewed in May 2023. I would suggest that Standing Orders and Financial Regulations are reviewed at least once in each four year council cycle.

Risk Management should be reviewed annually.

The Annual Calendar serves as a useful memorandum.

The clerk's salary is paid in accordance with members approval and statutory guidance, and documented in the relevant minutes. Contracts of employment have been submitted for inspection.

PAYE and NIC have been properly operated (all relevant records being submitted for inspection).

VAT has been properly applied and is up to date. A refund of £1,108 was received during the 23/24 year. The last return covered the period 1 Jan 2024 to 31 Mar 2024.

A Training budget is maintained by the council. The council is a member of NALC.

The council owned play equipment is regularly inspected. A safety inspection was carried out by David Bracey in November 2023.

The council's website is of a good standard and meets the requirements of the Transparency Code. It is regularly updated with minutes and agendas of meetings.

Council policies include Data Protection (Privacy), Code of Conduct, Complaints, Equal Opportunities and Safeguarding.

I have inspected the Assets Register (as of 31/03/24) and have found this to be detailed and in order. I would suggest that the Register is reviewed regularly to ensure levels of insurance remain adequate.

The council's insurer is Hiscox (via Gallagher).

I would make no formal recommendations to members as I believe that governance procedures and accountancy records for this council are of a very 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 (Form 2), 2023/24.

**ROBIN GOREHAM**

(Internal Auditor)

May 2024