



KEYNSHAM TOWN COUNCIL

STATEMENT OF INTERNAL CONTROL 2024-2025

Scope of Responsibility

Keynsham Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.

Keynsham Town Council is responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Town Council's functions and which include the arrangements for the management of risk.

The Town Council has adopted a Corporate Governance Review Annual Timetable which is reviewed annually.

	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Statement of Internal Control	Blue			Grey								
AGAR		Blue		Grey								
Internal Audit review	Blue			Grey								
Appt Int Auditor		Blue		Grey								
Annual Risk Mgt			Blue	Grey								
Insurance Review			Blue	Grey								
Capital Projects				Grey	Blue							
Financial Risks And Reserves				Grey					Blue			
Investments Review				Grey			Blue					
Committee Budgets				Grey		Blue						
General Reserves				Grey			Blue					
Budget/Precept				Grey				Green	Green			
Annual Salary Review				Grey			Green					
Financial Regulations Standing Orders	Blue			Grey								
H & S Risk Assessments				Grey							Blue	
Asset Register				Grey								Blue
Internal Control review (all)				Grey								Blue

The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives: it can therefore only provide reasonable and not absolute assurance of effectiveness.

The Internal Control Environment

The key elements of the Town Council's internal control environment are as follows:

- The Town Council has adopted an Annual Corporate Governance Review Timetable.
- The Town Council has adopted Standing Orders, which set out how the Council operates, how decisions are made, and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Standing Orders were last completely reviewed in January 2024.
- The facilitation of policy and decision-making through the establishment of policy committees and full Council. These committees function within approved Terms of Reference that are reviewed annually. Meetings are open to the public except where personal or confidential matters are being discussed in accordance with the relevant legislation.
- The Council publishes documents which contain details of key decisions, these include Council and Committee Minutes, the Annual Report and the Annual Budget.
- In accordance with the Transparency Code 2015, as a local authority with expenditure >£200,000; the Council ensures publication on the website of required information including that required as part of the Model Publication Schedule.
- In accordance with the Accounts and Audit Regulations, the Town Council has provided proper opportunity during the year for the Exercise of Electors rights in inspecting the accounts. A notice will be displayed on the website on 20th June 2024 for the duration and removed after the 30 day inspection period which will end on 31st July 2024.
- Services are delivered by people who have relevant experience. All posts have a detailed job description and person specification. A budget and schedule for training and development is reviewed quarterly by the Personnel Committee. Additional training needs are identified through the annual appraisal scheme.
- The Town Council is an equal opportunity employer and has in place policies to safeguard it and its staff. These include Health and Safety, Lone Working, Grievance and Disciplinary amongst other policies and the Town Clerk is responsible for updating these in line with legislation changes and notifies the Council accordingly.
- The financial management of the Council is conducted in accordance with approved policy and the financial rules set out in the Council's Financial Regulations which are reviewed according to the Corporate Governance Timetable and last reviewed and approved on 11th June 2024.
- The Council has appointed a Responsible Finance Officer in accordance with Section 151 of the Local Government Act 1972.
- The system of Internal Financial Control can provide reasonable assurance that assets are safeguarded (annual inventory) that transactions are properly authorised and recorded and that material errors or irregularities are either prevented or would be detected within a timely period.
- The Finance & Policy Committee review the system of Internal Control annually according to the Corporate Governance Timetable and make recommendations to the Town Council meeting.
- The Town Council appoints an internal auditor (Bridget Bowen) to act as its internal auditing body through a procurement process. They are appointed annually and work to an agreed Internal Audit specification that is reviewed annually.

- The Town Clerk and RFO reviews the Risk Assessment annually for approval by Town Council. This was conducted in May 2023. The accompanying Risk Management Strategy is reviewed annually by the Finance and Policy Cttee in July.
- The Council undertakes an Annual Review of the Council's Asset Register and Insurance Cover prior to renewal in August.
- The Finance & Policy Committee, review the Annual Risk and Reserves Policy and advise the Council on the level at which general reserves should be maintained for the coming year.
- The Council follows a 4-step Budgeting process as follows:

May	Statement of Internal Control and Internal Audit Review, Financial Regulations and Standing Orders
June	AGAR
July	Annual risk Management, Insurance Review,
September	Review of Financial Risks and reserves policy and amount of General Reserve to be maintained.
October	Review of Capital Projects, earmarked reserves and CIL and recommendations for projects/provision to EMR for the following year (Finance Cttee). Review of Financial Risks and reserves policy and amount of General Reserves to be maintained.
November	Annual Salary review by Personnel Committee. Consideration of applications for large grants from Community organisations (Town Council). Review of Committee budgets (EATH, Env & Sustainability, Grants) Town Council.
December	Preliminary budget discussed.
January	Approve Budget and Precept.
March	H & S Risk Assessment
April	Internal Control review (all)

- The Council has an objective and professional relationship with external auditors as evidenced by the Annual Audit letter.

Review of Effectiveness

Keynsham Town Council has responsibility of conducting, at least annually, a review of the system of Internal Control. This work is informed by the work of the Internal Auditor, the Town Clerk and RFO and also by comments and recommendations made by the External Auditor, overseen by the Finance and Policy Committee.

Andy

Chairman of Finance & Policy Committee

Date 18/6/2024



Chairman of Council

Date 18/6/2024



Responsible Finance Officer

Date 18/6/2024



Town Clerk

Date 18/6/2024



