

Review of Effectiveness

The Council through the Responsible Finance Officer has responsibility for conducting a review of the effectiveness of the system of internal control and the internal audit process.

The review of the effectiveness of the system of internal control is monitored by:

- The Responsible Finance Officer.
- The Parish Clerk is the Council's Responsible Finance Officer who acts as the Council's legal advisor and administrator. The Clerk is responsible for administering the Council's finances, for advising on compliance with laws and regulations which the Council is subject to, and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.
- Those elected Members of the Finance and General Purposes Committee who have particular responsibilities within this area. The committee met six times in the financial year ending 31st March 2014. Members of the committee monitor progress against objectives, financial systems and procedures, budgetary control, and carry out regular reviews of financial matters. Minutes of committee meetings are circulated to all members of the Council and recommendations are considered at full council meetings. The full council meets 11 times each year. It monitors progress by receiving relevant reports from the Finance and General Purposes Committee and the Responsible Finance Officer (Town Clerk). Two Members, one from F&GP and one other to check the books once every three months.
- The work of the Internal Auditor. The Internal Auditor, an independent person specialising in local council matters, reports to the Council on the adequacy of its records, procedures, systems, internal control and risk management.
- The External Auditors in their annual report.

Any concerns about the effectiveness of the system of internal control are investigated and action taken as appropriate.