



Great Blakenham Parish Council

INTERNAL CONTROL STATEMENT FOR YEAR ENDING 31 MARCH 2023

1. SCOPE OF RESPONSIBILITY

Great Blakenham Parish 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.

The council is responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of risk.

2. 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 system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The council reviews its obligations and objectives and approves budgets for the following year at a full meeting of the Council. A meeting of the full council approves the level of precept for the following financial year.

The full council meets 10 times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports .

The council carries out regular reviews of its internal controls, systems and procedures. See attached Report.

Clerk to the Council/Responsible Finance Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. A Responsible Financial Officer is appointed and is responsible for administering the Council's finances. The Clerk is responsible for advising on the day-to-day compliance with laws and regulations that 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.

Payments:

All payments are reported to the council for approval. Two members of the council must approve every order for payment. The signatories should consider each payment against the relevant invoice, sign the invoice and authorise the payment. All authorised signatories are members of the Council. Where delegation permits, as per s.101(1)(a) of the Local Government Act of 1972 and the Council's Financial Regulations, a report will be provided to the next full Council.



Great Blakenham Parish Council

ONLINE BANKING PAYMENTS:

All payments are reported to the Council for approval. The RFO is able to upload payments for authorisation and has visual access to the Unity Trust account. Two approved signatories have access to the account to approve payments.

TELEPHONE BANKING PAYMENTS

To be restricted by the Parish Clerk as holder of the security PIN

Income:

All income is received and banked in the council's name in a timely manner and reported to the council.

Risk Assessments/Risk Management:

The council reviews its risk assessment annually , and regularly reviews its systems and controls.

Internal Audit:

The council appoints an independent and competent internal auditor who reports to the council on a [quarterly/ half yearly/annual] basis on the adequacy of it's:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management

External Audit:

The council's external auditors, submit an annual certificate of audit which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The council has responsibility for conducting an annual review of the effectiveness of the system of internal control, which should include a review of the effectiveness of internal audit. The results of that review must be considered by the Council, which should also approve the Statement of Internal Control.

Steve Plume

Chairman

Karen Grimwood

RFO/Clerk

GREAT BLAKENHAM PARISH COUNCIL

Members of the public and the press are invited to attend the Parish Council Meeting to be held on Thursday 11th April 2024 in the Parish Room, Stowmarket Road, Great Blakenham at 7.30pm.

AGENDA

1. To receive and approve any apologies for absence. **Cllr Debbie Kemp**
2. Declaration of any pecuniary and non-pecuniary interests
 - a. Councillor's declaration of interest appropriate to any item on the agenda.
 - b. To receive written requests for dispensations for disclosable pecuniary interest (if any)
 - c. To grant any requests for dispensations as appropriate.
 - d. Co-option of parish councillor(s) / to sign declaration of acceptance.
3. Public Forum
 - a. To receive the report from the County Councillor
 - b. To receive the report from the District Councillor
 - c. To receive questions from members of the public
 - d. To receive Barham picnic site presentation/report.
4. To approve the Draft Minutes of the Meeting of the Council held on 14th March 2024
5. To note the Clerk's update from previous Meetings.
 - a. Tree guards on hackneys Corner installed
6. Planning
 - a. To consider the following planning applications.

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- b. To note any planning determinations.

SCC/0091/23MS	Land south east of Masons Landfill, Bramford Road, Great Blakenham, IP6 0JX.	Construction and operation of a pyrolysis facility and associated infrastructure. Consent granted
DC/23/04693	Port One Logistics Park , Blackacre Hill, Bramford Road , Great Blakenham	Application for Consent to Display an Advertisement(s) Consent Granted
DC/23/00589	The Chequers Inn, 19 Stowmarket Road, Great Blakenham, IP6 0LP	Retention of change of use of public house (Sui Generis) to Indian restaurant (Use Class E(b)) and ancillary residential accommodation for employee use at first floor. Consent Granted
Appeal Ref: APP/W3520/W/23/3319410	Land R/O 253 Stowmarket Road (off Old Bell Lane), Great Blakenham,	The development proposed is the erection of 3 detached bungalows with associated parking facilities served by extension of Old Bell Lane. Appeal denied

7. Growth, Highways, and Infrastructure
 - a. Inventory for street lighting & costs

8. Governance

- a. To note SALC annual subscription has increased and aligned with all other councils.
- b. To note Suffolk Police & Crime Commissioner Election on 2nd May 2024
- c. To note internal audit booked with SALC for week 10th June 2024
- d. To note PKF Littlejohn advises external audit deadline is received no later 1st July 2024
- e. To note Clerk pension scheme with Nest has been set up.

9. Allotments.

- a. The lease for Plot 25 has been finalised.
- b. Remaining plots
- c. Update on advise from SALC on licence.

10. Village Maintenance

- a. Update on painting of White Bridge on Gipping Road
- b. Update on Speed Indication Devices
- c. Update on Flooding on Stowmarket Road
- d. Note that contractors have renewed Public Liability Insurance.

11. Churchyard and Cemetery.

- a. Ongoing review of documents

12. Training and Development for Councillors and Clerk

13. Finance

- a. To consider approving and making the following payments:

Shades	B	Hackneys Corner as per tender -2447	£135.00	LGA 1972 s111
Shades	B	Grounds maintenance as per tender – 2448	£507.50	LGA 1972 s111
Shades	B	Street Cleaning as per tender - 2449	£1316.67	LGA 1972 s111
HMRC	B	P30 ending 5th April 2024	£90.36	LGA 1972 s111
Payroll	B	Ending 31.03.24	£976.30	LGA 1972 s111
Rialtas	B	Move software to new computer - 31287	£30.00	LGA 1972 s111
SALC	B	Membership subscription 2024/25 - 28594	£791.61	LGA 1972 s111
SALC	B	Payroll services period ending 31.03.24	£54.00	LGA 1972 s111
Three	D	Mobile ending 31.03.24	£11.00	LGA 1972 s111
EE	B	Reimbursement for Mobile/wifi hub	£26.00	LGA 1972 s111

a. Payments outside of meeting

ICO	C	Renewal fee data protection certificate - Paid 02/04/24 -	£40.00	LGA 1972 s111
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b. Payments Received

MSDC	B	Precept 2024/2025 Part 1	£26,250.00	LGA 1972 s111
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14. Reports -To receive reports from Councillors assigned to the following:

- a. Village Hall – Cllr Plume

15. Correspondence – None Received

16. Future meetings

- a. To note invitation for items to be considered in the next meeting.
- b. To note the date of the next scheduled Meeting on 9th May 2024 and any items for the agenda.

Karen Grimwood

Clerk to Great Blakenham Parish Council

Email: pc@greatblakenham.suffolk.gov.uk

Phone: 07508830777

Parish Council website: www.greatblakenham.suffolk.cloud

Date: 6th April 2024

Your vote matters

Remember,
I need
photo ID
to vote.

No ID?
Apply for Free
voter ID by
25 April!

REMEMBER TO

- 1- Register to vote
- 2- Check my photo ID
- 3- Vote at the polling station!



Don't lose it!



Register to vote by 16 April

Visit: www.gov.uk/register-to-vote

You can choose to vote in person, by post or by proxy

No ID? You can apply for free voter ID

Visit: www.electoralcommission.org.uk/voterid