

Internal Control Report

I visited the Town Council offices on 5 January 2021 to carry out the Internal Control.

I interviewed Kerry Cooper, Finance Officer, who is responsible for the day to day management of the finances of Halstead Town Council.

We focused on the arrangements for the management of the Car Park income. The method of dealing with discrepancies and with the occasions when the car park machines were not working properly were clearly explained. The Finance Officer manages the system well.

We also considered the arrangements for the repayment to residents of payments for the Senior Citizens' Outings which had to be cancelled as a result of the pandemic - a major undertaking. This had been successfully organised and completed.

The consistent use of the Sage software combined with careful record keeping and a well-organised filing system ensure that the management of the Council's finances is sound.

Recommendation: There is a need for further training for Councillors on financial management in Town Councils, so that they can challenge and support the relevant staff in their functions more effectively. Those Councillors with specific responsibilities in this area, including those who carry out Internal Controls, should be prioritised.

Cllr. Malcolm Fincken

13th January 2021