

	Full Council
Date	18 May 2026
Agenda Item	7h

Follow-up to internal control review

Invoicing

Since the purchase of the add-on elements of Rialtas, for taking hall and Courtaulds bookings, and for managing allotments, all invoicing is now directly out of Rialtas, which save a great deal of time, and prevents errors in transferring data from one medium to another.

The only part of our accounting which is currently not done through Rialtas is the car parking permits. However, we are moving towards using more of the benefits offered by IPS. Parksmarter will be in operation once the signage is up. IPS have a Parking platform which they are about to introduce in the UK – they have been using it in the States for 11 years. Once it is established in the UK, we should be able to set up automated purchase of parking permits at the machines, purely for those who are entitled.

Cash held on site

As we are now banking on a weekly basis at the banking hub in Halstead, we do not normally hold more than £600 in the safe overnight.

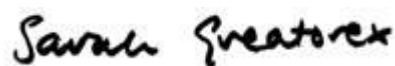
Overtime

All overtime payments are now recorded in the financial reports brought to Council each month.

Asset register

An initial update has been carried out to the Assets register, covering a formal valuation of large assets, location of all assets, checking of everything which is still held, and recording disposal of anything we no longer have. Rialtas have recently added an asset inventory to their products, and this very closely resembles our current updated Asset Register but, crucially, is linked to Rialtas, and can populate the asset box on the AGAR. It is recommended that this be bought to complete our array of products in the accounts package. The cost of this is £275 per year, but there is in addition a one-off set-up cost of £799. It does not seem worth paying all that for one figure which can easily be extracted from the recently updated, and much more complete Asset Register.

Recommendation : that Council notes the report.



Sarah Greateorex Town Clerk