BEIGHTON PARISH COUNCIL
BEIGHTON AND MOULTON ST. MARY

1.   Financial records - well maintained and cash book reconciled bi-monthly to bank statements. The Council has appointed an independent and competent internal auditor.

2.   Legal powers - clerk receives regular training. "The Parish Councillor's Guide" is used as a reference point, together with advice from Norfolk Association of Local Councils and solicitors, where appropriate.

3.   The Council has no borrowings.

4.   PAYE & NIC - the Council has registered for PAYE. Tax and NIC are deducted from the clerk's salary as appropriate.

5.   VAT - tax is reclaimed when appropriate and at least annually.

6.   Precept - budget set annually by full Council at January meeting. Precept is set to reflect the cost of running the parish.

7.   S.137 – no longer used as the Council has adopted the General Power of Competence.

8.   Minutes - all initialled or signed by chairman of meeting. Filed sequentially and kept safely. Copies are posted on the Council's website.

9.   Electors' rights - notice of audit posted on village notice boards and on the Council's website. Accounts freely available at May meeting and on the Council's website. Public speaking is allowed at allocated time during every meeting.

10. Document control - filing cabinets used to store documents.

11. Register of interests - code of conduct adopted and all councillors have signed a declaration of acceptance of office and of the code and have completed a register of interests.

12. Internal controls – review carried out annually.

13. Quotes - Three quotes will be obtained for expenditure over £10,000. Where possible, three quotes will be obtained for expenditure between £2,000 and £10,000. Sealed tenders will be obtained for expenditure over £60,000.

14. Insurance - full cover maintained at all times - reviewed annually.

....   Dated: 14th May 2019
Chairman of the Council