

OAKINGTON & WESTWICK PARISH COUNCIL

Clerk's Report for 8 June 2026 PC meeting

Subject	Comments
Planted containers	Some of the containers are starting to rot/fall apart. Oakington Garden Centre who do the planting have suggested that approx. 50% will need replacing this autumn at a cost of approx. £300. I have authorised this as it is within the budget set.
Height barrier	Replacement barrier has started dropping when opened. Top left pin is slightly bent. Grounds contractor instructed to sort. He thinks it may have been hit by a vehicle when open.
Beech hedging – Rec seating areas	Unfortunately, some of the new hedging has died, despite being watered weekly by volunteers since it was planted. EAG has suggested purchasing some more bare root saplings for planting in Nov/Dec.
Play Area	Contractor has completed maintenance work on play area, including wetpour surround.

Oakington & Westwick Parish Council

Payments & Income Schedule – June 2026

Invoices	Details	Net	VAT	Total
EE Mobile	Mobile phone	11.33	2.27	13.60
SSE Electric	Street lighting energy 1.4.26 – 30.4.26	23.00	1.15	24.15
Replay Maintenance Ltd	3G drag brush 5/15	150.00	30.00	180.00
ICO	ICO registration 26-27	47.00		47.00
CPS Building Services Ltd	Call out 17 Dec, boiler pump fault	75.00	15.00	90.00
CPM Playgrounds Ltd	Play area wetpour surround replacement	2385.00	477.00	2862.00
LGS Services	Internal Audit 2025-26	250.00	50.00	300.00
Brookfield Contracting	Grass cutting May 26	630.00	126.00	756.00
Salaries	Salaries (net)	1179.90		1179.90
	Home working allowance	15.00		15.00
HMRC	PAYE/NI	179.55		179.55
NEST	Pensions	167.91		167.91
Charge Card				
Lloyds Bank	Monthly charge card fee	3.00		3.00
Malwarebytes	Malwarebytes Standard	24.99	5.00	29.99
Totals		5141.68	706.42	5848.10
Income	Resident – single depth grave space	250.00		250.00
Total				250.00

INTERNAL AUDIT REPORT FY2026

OAKINGTON AND WESTWICK PARISH COUNCIL

SECTION		IN PLACE	NOTES
A	APPROPRIATE BOOKS OF ACCOUNT HAVE BEEN KEPT PROPERLY THROUGHOUT THE FINANCIAL YEAR.		
	CASH BOOK	Y	SCRIBE
	UPDATED REGULARLY	Y	
	INDIVIDUAL ENTRIES	Y	
	VAT COLUMN	Y	
	NET/ GROSS / VAT	Y	
B	THE COUNCIL'S FINANCIAL REGULATIONS HAVE BEEN MET, PAYMENTS WERE SUPPORTED BY INVOICES, ALL EXPENDITURE WAS APPROVED AND VAT WAS APPROPRIATELY ACCOUNTED FOR.		
	FINANCIAL REGS	Y	READOPTED WITH UPDATES IN 2025
	INVOICES	Y	
	PAYMENTS APPROVED AS IN F/R	Y	PAYMENTS ATTACHED TO MONTHLY AGENDAS
	APPROVED IN MINS	Y	
	S137 AMOUNT		GENERAL POWER OF COMPETENCE
C	THE COUNCIL ASSESSED THE SIGNIFICANT RISKS TO ACHIEVING ITS OBJECTIVES AND REVIEWED THE ADEQUACY OF ARRANGEMENTS TO MANAGE THESE.		
	STANDING ORDERS	Y	
	RISK ASSESSMENT POLICY	Y	RISK ASSESSMENT POLICY 2025
	GDPR / DATA PROTECTION	Y	PRIVACY NOTICES AND NEW CLLR PRIVACY NOTICES AS EXAMPLES
	OTHER POLICIES	Y	CEMETERY RISK ASSESSMENT 2018, DIGNITY AT WORK 2022, INTERNAL CONTROLS 2025, COMPLAINTS 2025 ETC
	CODE OF CONDUCT	Y	
	DECLARATION OF INTEREST	Y	STANDING AGENDA ITEM
	ROSPA/ASSETS CHECKS	Y	ANNUAL AND PERIODIC
	AGENDAS	Y	
	MINUTES	Y	DRAFTS ON WEBSITE UNTIL APPROVED
	REVIEWED IA+EA COMMENTS	Y	JULY 2025 AND OCT 2025
	OTHER		FIDELITY GUARANTEE UP TO £150K
D	THE ANNUAL PRECEPT OR RATES REQUIREMENT RESULTED FROM AN ADEQUATE BUDGETARY PROCESS; PROGRESS AGAINST THE BUDGET WAS REGULARLY MONITORED; AND RESERVES WERE APPROPRIATE.		
	BUDGET	Y	
	BUDGET APPROVED	Y	ADOPTED JANUARY 2025
	PRECEPT	Y	RECEIVED IN FULL
	BUDGET MONITORED	Y	
	RESERVES ADEQUATE	Y	BETWEEN 3-12 MONTHS OF PRECEPT INCOME
E	EXPECTED INCOME WAS FULLY RECEIVED, BASED ON CORRECT PRICES, PROPERLY RECORDED AND PROMPTLY BANKED; AND VAT APPROPRIATELY ACCOUNTED FOR.		
	INCOME FULLY RECEIVED	Y	
	SUPPORTING PAPERWORK	Y	SAMPLE CHECKED
	VAT FULLY CLAIMED	Y	RECLAIMS 1/4LY PROCESSED AND REPORTED
	INCOME BANKED PROMPTLY	Y	
	CASH BOOK DATE	Y	
F	CASH PAYMENTS WERE PROPERLY SUPPORTED BY RECEIPTS, ALL PETTY CASH EXPENDITURE WAS APPROVED AND VAT APPROPRIATELY ACCOUNTED FOR.		
	PETTY CASH BOOK	N/A	NO PETTY CASH
	PAYMENTS		
	RECEIPTS		
	VAT CLAIMED		
G	SALARIES TO EMPLOYEES AND ALLOWANCES TO MEMBERS WERE PAID IN ACCORDANCE WITH COUNCIL APPROVALS, AND PAYE AND NI REQUIREMENTS WERE PROPERLY APPLIED.		
	EMPLOYEE FORMS (E.G. P60, P45)	Y	
	HMRC RTI	Y	
	EMPLOYEE PAY SLIPS	Y	
	PAYMENTS TO HMRC	Y	
	EMPLOYMENT CONTRACTS		NOT CHECKED AT THIS IA
	ANNUAL APPRAISALS	Y	HANDLED SECURELY, ANNUAL PAY AWARD MINUTED
H	ASSET AND INVESTMENTS REGISTERS WERE COMPLETE AND ACCURATE AND PROPERLY CARRIED OUT.		
	ASSETS LIST	Y	ASSETS REGISTER REVIEWED FOR FY26 AT ANNUAL MEETING
	INSURANCE	Y	CLEAR COUNCILS/ECCLESIASTICAL
I	YEAR END BANK REC		
	PERIODIC BANK RECS	Y	PRESENTED TO MEETINGS
	YEAR END BANK REC	Y	
J	ACCOUNTING STATEMENTS FOR THE YEAR WERE PREPARED ON THE CORRECT ACCOUNTING BASIS (R&P OR I&E), AGREED TO THE CASH BOOK, WERE SUPPORTED BY AN ADEQUATE AUDIT TRAIL FROM UNDERLYING RECORDS, AND WHERE APPROPRIATE DEBTORS AND CREDITORS WERE PROPERLY RECORDED.		
	AGAR		LAST TWO DIGITS ON BOX 9 OF THE AGAR TRANSPOSED AND THEREFORE DOES NOT MATCH THE ASSETS REGISTER= £102,93660
	I&E / R&P	R&P	
	MATCH CASH BOOK	Y	

	DEBTORS	N/A	
	CREDITORS	N/A	
K	IF THE AUTHORITY CERTIFIED ITSELF AS EXEMPT FROM A LIMITED ASSURANCE REVIEW IN THE PREVIOUS FY IT MET THE EXEMPTION CRITERIA AND CORRECTLY DECLARED ITSELF EXEMPT.		
	UNDER 25K	N/A	
	EXEMPTION DECIDED AT MEETING		
	ELIGIBILITY CRITERIA MET		
L	THE AUTHORITY PUBLISHES INFORMATION ON A FREE TO ACCESS WEBSITE/WEBPAGE UP TO DATE AT THE TIME OF THE INTERNAL AUDIT IN ACCORDANCE WITH ANY RELEVANT LEGISLATION		
	WEBSITE ADDRESS		oakingtonandwestwick-pc.gov.uk
	REQUIRED PAPERS PUBLISHED	Y	
	INFORMATION UP TO DATE	Y	
M	THE AUTHORITY HAS DEMONSTRATED THAT DURING THE PREVIOUS FINANCIAL YEAR IT CORRECTLY PROVIDED FOR THE EXERCISE OF PUBLIC RIGHTS AS REQUIRED BY THE ACCOUNTS AND AUDIT REGULATIONS.		
	INSPECTION DATES	Y	3RD JUNE TO 14TH JULY 2025
N	THE AUTHORITY HAS COMPLIED WITH THE PUBLICATION REQUIREMENTS FOR THE PREVIOUS FY AGAR.		
	NOTICE OF INSPECTION PERIOD	Y	
	AGAR SECTION 1&2	Y	
	CONCLUSION OF AUDIT	Y	22ND AUGUST 2025
	AGAR SECTION 3 (EXTERNAL AUDIT)		
O	THE COUNCIL HAS COMPLIED WITH LAWS, REGULATIONS & PROPER PRACTICES RELATING TO DIGITAL AND DATA COMPLIANCE.		
	WEBSITE WCAG COMPLIANT	Y	
	DOMAIN UNDER COUNCIL CONTROL	Y	.gov.uk
	IT POLICY	Y	Jul-05
	DATA AUDIT	Y	POLICY IN PLACE
P	TRUST FUNDS (INCLUDING CHARITABLE) THE COUNCIL MET ITS RESPONSIBILITIES AS A TRUSTEE.		
	CHARITY RETURNS	N/A	
	TRUST DEED		
	MEETINGS		
	TRUSTEES		
	ACCOUNTS		
	INDEPENDENT INSPECTION		

Signed:
(Internal Auditor)

LG 80w