Castle Bromwich Parish Council
Council Office, Arden Hall, Water Orton Road,
Castle Bromwich, Solihull, B36 9PB
0121 747 6503
counciloffice@castlebromwichpc.gov.uk
www.castlebromwichpc.gov.uk

Intermediate Review – AGAR 2024/2025

a. To provide:

i. Details of the arrangements for the reviews of bank reconciliations:

Each member, except the Chairman, checks the bank reconciliations. This is done on a monthly basis which is reported to the Finance and General Purposes Committee. The cashbook is updated on a daily basis with interacting Facilities and Finance modules using EDGE IT software. The reconciliations are prepared by the Administrative Officer in conjunction with the Clerk/RFO who then checks the reconciliations and passes to the assigned member to verify. They sign each reconciliation sheet to say they have checked that:

- The opening cashbook balance agrees with the closing balance from the previous month.
- There is agreement on the figures on the underlying supporting document (this could be a bank statement or internal document such as the safe float check which is verified by two employees).
- The items appear genuine, anything which seems unusual is queried and that the member is satisfied as to the authenticity of the transaction.

A supporting document is included for verification for each account along with the accounting printout, covering the following accounts:

Balance per bank statements as at 31/03/25	£
Bar Float	£1,058.00
CCLA	£251,000.00
Chairman's Charity Fund	£1,223.64
Lloyds disbursements	£15,643.20
Lloyds General	£134,319.21
Petty Cash	£383.19
UTB Disbursements	£16,385.90

The full reconciliation is sent to Finance and General Purposes Committee members as well as whichever member is responsible for verifying that month.

ii. An example of such procedures being performed.
May 2024 Reconciliations.

The schedule was minuted at the Annual Meeting May 29th 2024. Below is the extract from C24-067L which identified Cllr. Steve Temperton as the verifier in June (of the previous month's accounts)

Bank reconciliation checks: The schedule of checks (as below) was noted.

May	Cllr. M Strong	Nov	Cllr. J MacDonald
Jun	Cllr. S Temperton	Dec	Cllr. J Riordan
Jul	Cllr. J Ward	Jan	TBC
Aug	Cllr. D Pearce	Feb	TBC
Sep	Cllr. S Beechey	Mar	TBC
Oct	Cllr. A Haywood	Apr	TBC

The accounts were reconciled promptly on the 4th June 2024 by Rachel Gorton, the Administrative Officer. Once paper bank statements were received, the whole reconciliation was collated by the Clerk/RFO Gemma Burgess and verified/signed for accuracy. This was passed to Cllr. Steve Temperton who made the appropriate checks and the signed document was emailed to members 4th July 2024 with the other supporting information for the next Finance and General Purposes Meeting on 10th July 2024. The reconciliation was approved and a summary appended to minutes F24-041a. The full reconciliation is not published due to the sensitive information contained therein, such as individual staff members' salary payments and details. For this reason, it will not be appended to this document but sent to the External Auditor separately.

b. Provide evidence of where the Standing Orders, Financial Regulations and Code of Conduct have been adopted or reviewed in the year (1st April 2024 to 31st March 2025), or details as to why this has not been done this year and the date of the last review.

Standing Orders: There had been considerable work put into fully revising Standing Orders including incorporating the Scheme of Delegation to the Clerk which was adopted by the Council on 27/03/24 and scheduled to be reviewed in May 2025.

Status	Adopted
Date previously reviewed	June 2020 26/10/22 C22-123
Date adopted	27/03/24 C24-040A
Date of review	May 2025

It was not reviewed in the year 1st April 2024 to 31st March 2025 as it had only been adopted 4 days prior.

The adopted Standing Orders can be viewed here:

https://castlebromwichpc.gov.uk/wp-content/uploads/2024/04/2024-03-27-approved-STANDING-ORDERS.pdf

Financial Regulations: The fully revised Financial Regulations were adopted by the Council on the 27th November 2024 C24-144b.

They can be viewed here:

https://castlebromwichpc.gov.uk/wp-content/uploads/2024/12/2024-11-27-Adopted-Financial-Regulations.pdf

Code of Conduct: The Local Government Association produced a new Model Councillor Code of Conduct in 2020. It was adopted by our Unitary Authority (Solihull Metropolitan Borough Council) on 13th April 2021 and the Parish Council was encouraged to adopt the same policy. Castle Bromwich Parish Council adopted it on 5th May 2021 C21-101.

It can be viewed here:

https://castlebromwichpc.gov.uk/wp-content/uploads/2022/02/Code-of-Conduct-2021.pdf

The LGA undertakes "an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation." (p2 as above) There have been no changes for the Parish Council to adopt, therefore the policy hasn't been reviewed by us as we remain on the same version as Solihull MBC.

c. Provide:

i. A confirmation that the Council regularly seeks assurance regarding internal controls;

The Council last adopted the "Statement of Internal Financial Controls" on 26/07/23 (C23-117) which details the control measures in place.
A quarterly Internal Control Checklist has been in place since March 2023 which reflects the control checks made by the Internal Auditor. A schedule of quarterly checks is published at the annual meeting and councillors perform the checks in the Council Office which is then reported back to Full Council.

ii. An example of such procedures being performed.

Due to councillor availability, some of the quarterly internal controls checks in 2024-25 were performed late but covered the material from that quarter.
The Q3 Internal Control check was performed in a timely manner on 23rd January 2025 covering the period 01.10.24-31.12.24. This was reported to Full Council on 29th January 2025 C25-013F and is published online here:
https://castlebromwichpc.gov.uk/wp-content/uploads/2025/02/2025-01-29-CBPC-OM-Minutes.pdf