



BERRYFIELDS PARISH COUNCIL

INTERNAL CONTROL POLICY

This Internal Control Policy should be read alongside the Berryfields Parish Council Risk Register and Risk Assessment & Management Policy. It provides the framework through which identified risks are managed and controlled.

1. Link to Risk Management

The Council maintains a comprehensive Risk Register covering Hall, Parks, Land and Office functions. Internal controls are the mechanisms by which the risks identified are mitigated. Each control within this policy corresponds to risks identified in the Risk Register.

2. Financial Control Framework

In line with identified financial risks, the Council operates robust controls including:

- Monthly bank reconciliations
- Budget monitoring and reporting
- Dual authorisation of payments
- Compliance with Financial Regulations
- Internal and external audit processes

3. Operational Controls (Hall, Parks & Land)

For risks identified within operational areas, including Roman Park Hall and open spaces, controls include:

- Regular inspections (hall, play equipment, trees)
- Maintenance schedules and contractor management
- Health and safety procedures and reporting systems
- Safeguarding arrangements for hall use
- Clear hire agreements and usage controls

4. Asset and Infrastructure Controls

To mitigate risks relating to Council assets:

- An up-to-date asset register is maintained
- Assets are insured and regularly reviewed
- Long-term maintenance and replacement planning is undertaken
- Strategic decisions consider future use (e.g. Roman Park Hall expansion constraints)

5. Governance Controls

In response to governance risks, the Council maintains:

- Standing Orders and Financial Regulations
- Clear decision-making processes
- Training for councillors
- Proper agenda and minute procedures

6. Information and Data Controls

To mitigate risks relating to data and records:

- GDPR-compliant systems are used
- Data is securely stored and backed up
- Access is controlled and limited appropriately

7. Review and Monitoring

Internal controls are reviewed annually alongside the Risk Register. This review supports the completion of the Annual Governance Statement (AGAR).

8. Conclusion

Together, the Risk Register and Internal Control Policy ensure that Berryfields Parish Council manages risks effectively, safeguards public funds and assets, and delivers services responsibly to the community.