Monmouthshire CC report to Caldicot Town Council

29th July 2026

Here is a list of the Monmouthshire County Council meetings since the last CTC Full Council meeting in June.

1. People Scrutiny Meeting held on the 14th of July.

   The QR code below gives the link to the live stream, agenda and reports related to the meeting.
   https://www.youtube.com/embed/_4HLFhLFAg4

   It was a one agenda meeting scrutinising MCC progress on addressing and preventing Homelessness in Monmouthshire. homelessness.

The next meeting of this committee is on 22nd September and will receive a report on MCC Youth Services.

2. MCC Full Council Meeting was held on the 16th of July.
   At the start of the meeting a question was asked by Charles Heaven to County Councillor Paul Griffiths, Cabinet Member for Planning and Economic Development

Please can the Council explain what long-term, sustainable measures the Council intends to implement to protect both Sudbrook Cricket Club and the neighbouring school playing fields from repeated unauthorised encampments?

County Councillor Peter Strong asked a question in relation to local Government funding formula.

This council notes that in the manifesto of Plaid Cymru for the most recent Senedd election, commitments were made to review and reform the Local Government funding formula, including the statements:

"And we will review and reform the Local Government funding formula, so that it fairly reflects the realities of serving largely rural populations" And "Review the funding formula for Local Government so that it better reflects the real cost of delivering services in different parts of Wales."

Any changes to the Local Government funding formula could have significant implications for Local authorities across Wales, including Monmouthshire County Council. The importance of ensuring that any reform to the funding formula reflects fairness, transparency and does not disadvantage communities within Monmouthshire.

This council therefore resolves to:

Write to the Welsh Government Minister for Finance and the Minister for Local Government, Housing and Planning, seeking urgent clarification on the detail scope and proposed implementation of the commitments made regarding reform of the Local Government funding formula. To also, seek assurances that any proposed reforms will not have a detrimental impact on communities within Monmouthshire.

We request that Monmouthshire County Council be fully consulted on any proposed changes to the funding formula prior to implementation.

QUESTION Re Unauthorised encampments in and around Caldicot.

I submitted a question to Angela Sandles, Cabinet Member for Equalities and Engagement

Can the Cabinet member provide an update on progress made towards protecting Monmouthshire County Council property in Caldicot from further unauthorised encampments? Can the Cabinet member provide an update on progress made towards protecting Monmouthshire County Council property in Caldicot from further unauthorised encampments?

The Cabinet Member advised that officers continue to work across departments to reduce the likelihood of future unauthorised encampments, including consideration of appropriate physical measures and improvements to internal processes to enable a faster and more coordinated response. It was noted that any response must remain lawful, balanced and compliant with Welsh Government guidance, while recognising the Council's responsibilities to both Gypsy and Traveller communities, and local residents.

The Cabinet Member highlighted the wider shortage of authorised transit sites across Wales and reiterated the need for a strategic, Wales-wide approach to provision.

Thanks, were also recorded to Councillor Strong for her ongoing engagement with residents, community groups, and businesses during recent encampments.

I followed this with a supplementary question, in which I referred to reports from residents regarding anti-social behaviour, vandalism and concerns over police responsiveness during recent encampments, and asked whether discussions were taking place with Gwent Police.

In response, the Cabinet Member confirmed that meetings had taken place with Gwent Police and that several actions had been agreed in principle, including:

Sharing policies and operational procedures between the Council and Gwent Police.

Arranging a members' seminar on the legal powers and responsibilities of local authorities and the police in relation to unauthorised encampments.

Holding further discussions between council leaders and police representatives to identify lessons learned and improve future coordination and communication.

Supporting a Gwent-wide meeting involving all five local authorities to develop a more consistent regional approach.

The Cabinet Member welcomed the positive dialogue with Gwent Police and emphasised the shared commitment to improving partnership working and future responses to unauthorised encampments.

The link to the meeting can be found here,

https://youtu.be/A2y31cXCXUM

The next MCC Full Council meeting will be on the 24th of September.

Current consultations

Other MCC meetings coming up.

People Scrutiny meeting 30th July.

To scrutinise the MCC local Flood Risk Management Strategy - in light of the consultation responses received and the Winter flooding in 2025.

CURRENT CONSULTATIONS

Let's talk Community.

What makes a strong community?

A strong community is often described as a resilient community, one that comes together, supports one another, and is prepared to face challenges and opportunities alike.

But what does community resilience mean to you?

The council are inviting residents, community groups, and partners to share their views and help create a shared understanding of community resilience in Monmouthshire.

The feedback will help shape future community development, prevention, and wellbeing work across the county.

The survey is on until the Wednesday, 30 September 2026.

In addition to raising concerns about the unauthorised encampments.

I have also been raising concerns about tree safety and asking for an independent assessment of the trees on the boundary of the Country Park and Castle Lodge Crescent.

I have also supported volunteers and users at Caldicot Library with their Buzz and Bloom Project and attended an event to announce the winners of the poetry competition.

In the last month I have been able to attend a number of local musical and drama concerts, including Severn Tunnel Band, Kreative Kids and Caldicot Male Voice Choir.

Jackie Strong

Monmouthshire County Councillor

Caldicot Cross Ward

Jackiestrong@monmouthshire.gov.uk

July 2026

Caldicot Town Council:
Terms of Reference

1. Introduction
This Terms of Reference (ToR) outlines the responsibilities, powers, structures, and governance arrangements for Caldicot Town Council ("the Council"), a council located in Monmouthshire, Wales. It is designed to ensure compliance with relevant legislation, promote transparency, and support effective local governance.

2. Legal Framework

2.1 Legislation Specific to Wales
- Local Government Act 1972 (as amended)

- Local Government (Wales) Measure 2011

- Well-being of Future Generations (Wales) Act 2015

- The Local Government and Elections (Wales) Act 2021

- Accounts and Audit (Wales) Regulations 2014

- The Local Authorities (Model Code of Conduct) (Wales) Order 2008

2.2 Applicable Legislation from England (applied in Wales)
- Public Bodies (Admission to Meetings) Act 1960

- Freedom of Information Act 2000

- Data Protection Act 2018 / UK GDPR

- Health and Safety at Work etc. Act 1974

- Employment Rights Act 1996

- Equality Act 2010

3. Composition of the Council
The Council consists of:
- 16 Elected Councillors
- 1 Mayor (elected annually by councillors at the Annual General Meeting)
- 1 Deputy Mayor (elected annually)

- 1 Assistant Deputy Mayor
- Town Clerk/RFO Deputy – Full time
- Deputy Town Clerk / Responsible Financial Officer (RFO) – Full time
- Community Development Officer – Full time
- Administration Officer – Part time
- Facilities Officer – Part time
- Cemeteries Officer – Part time

4. Purpose and Functions of the Council

4.1 Purpose

To act as the democratic voice and civic leader of Caldicot, promoting well-being, economic vitality, and community cohesion through ethical and lawful decision-making.

4.2 Functions

- Represent the interests of the local community
- Manage public assets and facilities
- Allocate financial resources prudently
- Support local services and partnerships
- Deliver community engagement and consultation
- Promote environmental, cultural, and economic sustainability

5. Governance Structure

The Council meets regularly (as defined by Standing Orders) to:
- Set policy and strategy
- Approve budgets and precepts
- Review reports and committee recommendations
- Engage in civic representation

Standing Committees (subject to local resolutions) may include:
- Finance & Policy Committee
- Planning & Development Committee
- Environment & Amenities Committee
- Staffing & HR Committee

Sub-committees and working groups may be established as needed.

6. Roles and Responsibilities

6.1 Councillors

- Attend meetings and make decisions in the public interest
- Engage with constituents and represent their views
- Comply with the Code of Conduct
- Promote good governance and uphold democratic principles

6.2 Mayor and Deputy Mayor/Assistant Deputy Mayor

- Chair full council meetings (Mayor)
- Represent the Council at civic events
- Uphold the dignity and impartiality of the office
- Act as a figurehead for the town

6.3 Town Clerk/RFO

Statutory Role: Proper Officer of the Council under the Local Government Act 1972. Responsible Financial Officer under the Accounts and Audit (Wales) Regulations.

Delegated Responsibilities:

- Implement Council policy and decisions
- Overall administration of the Council and staff
- Convene meetings and prepare agendas/minutes
- Custodian of legal records and documentation
- Oversight of statutory compliance and governance
- Lead officer for strategic and operational planning
- Represent the Council in partnerships and inter-agency work
- Act as line manager for all other staff
- Exercise delegated authority in emergency situations or where authorised by Standing Orders, Financial Regulations or Council resolution
- Prepare and manage the annual budget and precept calculations
- Maintain accurate and timely financial records
- Prepare accounts for audit (internal and external)
- Ensure compliance with financial regulations
- Advise on financial risk and reporting
- Bank reconciliation and cash flow management
- VAT administration and HMRC returns
- Manage payroll, pensions, and staff reimbursements
- Provide financial reports to the Council and committees

Delegated Financial Responsibilities:

- Authorise expenditure within budget limits
- Manage contracts and procurement processes
- Oversee insurance, risk management, and asset registers

In the absence of the CEO/Town Clerk, the Deputy Clerk may act as interim Proper Officer if authorised by the Council.

6.4 Deputy Town Clerk / Responsible Financial Officer (RFO)
Deputy role as above.

6.5 Community Development Officer (Full Time) & Administration Officer (Part-Time)
- Provide administrative support to the Clerk and Deputy Clerk
- Assist with meeting organisation, correspondence, and filing
- Maintain the Council's website and communications (where required)
- Support councillor communications and event planning

6.6 Facilities Officer (Part-Time)
- Responsible for the maintenance of Council facilities and property
- Liaise with contractors and suppliers as needed
- Carry out routine inspections and minor repairs
- Report health and safety concerns to the Clerk

6.7 Cemeteries Officer (Part-Time)
- Administer all matters relating to burials, grave ownership, and cemetery records
- Liaise with funeral directors and families
- Maintain cemetery documentation and registers
- Ensure cemetery is maintained in accordance with regulations and public expectations

7. Delegation Scheme
The Council delegates day-to-day management, decision-making and financial authority to the Town Clerk and RFO, within the limits of Financial Regulations and Standing Orders. All decisions must be reported to the Council or relevant committee as appropriate.

Authority	Delegated To	Scope of Delegation
Implementation of Policy	Town Clerk/RFO	Enact decisions and manage service delivery
Emergency Decisions	Town Clerk/RFO	Act in urgent matters, report retrospectively

Budgeted Expenditure	Town Clerk/RFO	Up to £1,000 per item (or as amended by Council)
Financial Management	RFO	Maintain and report on all financial records
Staff Management	Town Clerk	Line management, appraisal, minor HR decisions
Procurement	Town Clerk	In accordance with Financial Regulations
Routine Administration	Admin Officer	As directed by the Clerk/Deputy Clerk

All delegations are subject to:

- Budgetary provision
- Reporting requirements to the Council or committee
- Oversight and audit compliance

8. Meetings and Procedures

- Meetings shall be conducted in accordance with Standing Orders and the Public Bodies (Admission to Meetings) Act 1960.
- Agendas will be published in advance in accordance with statutory notice requirements.
- Members of the public are entitled to attend and participate where permitted.
- Draft minutes will be published and formally approved at the next meeting.

9. Review and Amendment

These Terms of Reference shall be reviewed at least annually by the Council or upon significant organisational or legislative change. Any amendments must be approved by resolution of Full Council.

Adopted by Caldicot Town Council on 21 May 2025

Review Date: May 2026

From: Jackson, Rhian <RhianJackson@monmouthshire.gov.uk>
Sent: Wednesday, June 24, 2026 1:02 PM
To: Town Council <towncouncil@caldicottc.org.uk>
Cc: Facilities <facilities@caldicottc.org.uk>
Subject: RE: Caldicot War Memorial.

Hello again,
I now have a couple of quotes back.
One is from Mossfords who will reset with lime mortar (take a couple of days) at a cost of £1721.25 +Vat (see below)

We would need to remove the loose slabs and check the stability of others remaining, clean off remnants of ol would need to place some temporary Heras fencing around the memorial for a few days to protect the public w re-set to prevent the public from disturbing them.

The cost of us carrying out all the necessary works including all materials, labour, fencing etc would be £1,721.

We would be pleased to undertake this work on receipt of your further instructions.

The other one is from Damsells at a cost of £4200 + Vat (please see attached quote)
I met with Martin Damsell and he said that most are loose and the uprights are too. He said there is no key on the reverse of the slabs, hence while they keep coming loose. He will take each slab to the workshop and machine a 45 degree angle groove in order to fix the stone once mortared in. This should prevent the slabs from raising even if the mortar joints go over time. He also said the uprights should have been strapped to prevent them from coming loose and falling.

Given that the work was done in 2018 and need doing again, I am leaning towards the Damsell quote as the fix appear more robust. Obviously, as this is just over twice the price of Mossfords I was wondering if Caldicot Town Council had any funds that they could put towards the cost?

I look forward to hearing for you.

Best wishes,
Rhian

Rhian Jackson
Cemeteries Officer
01873 735852 / 07920 087861
Monmouthshire County Council / Cyngor Sir Fynwy

Working with the Citizens of Monmouthshire
Gweithio gyda dinasyddion Sir Fynwy

From: Jackson, Rhian
Sent: 26 March 2026 15:35
To: Caldicot Town Council <towncouncil@caldicottc.org.uk>; Caldicot Town Council <towncouncil@caldicottc.org.uk>

M. E. DAMSELL
LIMITED
Granite • Stone • Marble • Slate • Quartz

QUOTE

Rhian Jackson
Monmouthshire County Council
County Hall
The Rhadyr
Usk
Monmouthshire
NP15 1GA
GBR

Date
23 Jun 2026

Expiry
21 Sep 2026

Quote Number
QU-3602

Reference
Caldicot War memorial

VAT Number
575986567

M E Damsell Ltd
Rose Cottage
Lydney Road
Bream
Lydney
Gloucestershire
GL15 6EW
01594 562535
VAT NO.575986567

Description	Quantity	Unit Price	VAT	Amount GBP
Caldicot War memorial. Remove top, middle and bottom rows of the memorial, return to workshop to key slate for mortar, Upright pieces needing stainless steel masonry cramps added. Return to site and fix. Work expected to take 10 days and fit weather allowing.	1.00	4,200.00	20%	4,200.00

Subtotal	4,200.00
TOTAL VAT 20%	840.00
TOTAL GBP	**5,040.00**

CALDICOT TOWN COUNCIL

INTERNAL CONTROL POLICY

Adopted at FTC...............

(Review date AM 2027)

1. POLICY STATEMENT

Caldicot Town Council is responsible for ensuring that its public business is conducted within the law and proper standards and that public money is used efficiently, economically, and effectively. In order to achieve this, the Council acknowledges that it is responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of risk.

2. PURPOSE OF INTERNAL CONTROL

The Council's system of internal control is designed to ensure that its activities are carried out properly and as intended. This system is set up by the Council's Clerk / Responsible Financial Officer (Clerk/RFO). It falls upon all the Council members, however, to ensure that they have a degree of control, and that the effectiveness of the system is reviewed at least annually. Current advice regarding these controls is set out in Governance and Accountability for Local Councils in Wales - A Practitioners' Guide (2019).

3. FINANCIAL ASSESSMENT

The Council shall follow its adopted Financial Regulations. The main areas of internal control are:

3.1. Online banking payments procedure are carried out in line with the adopted Financial Regulations. All invoices in support of direct debit/standing order payments are checked by the Clerk/RFO and approved by Council in meetings either before or retrospectively. Online banking is operated for invoices, payroll, pension and HMRC Tax and NI payments. Hard copies are checked by the Clerk/RFO and approved by Council in a meeting.

3.2. The Clerk/RFO prepares a schedule of payments requiring authorisation and together with the relevant invoices it will be presented on the agenda of a Council meeting. The detailed list of payments shall be recorded on the Minutes of the meeting at which the payments were authorised. The Mayor / Chair of Council signs these Minutes.

3.3 Wages and Salaries – the processing of salary calculations and monthly HMRC reporting is contracted out to a local accountant. PAYE records are maintained for all employees. Statutory deductions paid to HMRC for Tax and NI, and contributions to pension schemes are processed monthly. Salary/wages payments are reported to Council monthly. Changes to pay/hours must be authorised by Council. National pay scales are reviewed annually, and any changes must be authorised by Council.

3.4. The annual budget is approved by Full Council each year prior to setting the Precept. Once approved, the budget must be regularly monitored and reviewed by the Finance Committee and/or Full Council to ensure expenditure remains within approved limits and that the Council's financial position is effectively managed. At the time of adopting this policy, all financial monitoring and budget reviews will be undertaken by Full Council until the Council has recruited its full complement of staff.

3.5 The Clerk/RFO administers the accounts in a proper manner ensuring correct records and internal and external audits are completed. Quarterly Financial detailed reports are presented to Council.

3.6. A Verification Councillor shall at least once every quarter checks the accounts and bank reconciliations with the Clerk/RFO.

3.7. An independent Internal Auditor is appointed by the Council – currently IAC Auditing and Consultancy Ltd. The Internal Audit Reports are reported to Full Council. The Council must take note of any findings or recommendations, to ensure correct standards of accounting are maintained in the future.

3.8. The External Auditors, currently Audit Wales, carry out the External Audit for the Council. Any findings and recommendations from the External Auditor will be reported to Full Council. The Council must take note of any findings or recommendations, to ensure correct standards of accounting are maintained in the future.

3.9. The Council has a responsibility for conducting an annual review of the effectiveness of the system on Internal Control. This is performed by Full Council and the Clerk/RFO at the Annual Meeting.

4. STANDING ORDERS

The Council shall abide by its "Standing Orders", which have been adopted by the Council and supplied to all Councillors.

5. INSURANCE

The Council shall review its insurance policy annually at renewal to ensure adequate cover is in place. All new capital items are to be insured at time of purchase.

6. RISK ASSESSMENT

The risk assessment of the Council's financial management shall be reviewed annually at The Annual Meeting of Council.

7. TOWN COUNCILLORS

Councillors shall endeavour to work as a team and be aware of their responsibilities as to the law and proper Council procedures. Councillors must attend meetings regularly. They will be provided with a copy of "The Good Councillors Guide" and be familiar with and endeavour to comply with appropriate legislation. The Clerk/RFO will endeavour to see that the Council operates in accordance with the law and maintains the correct records as required by the law.

8. Council Committees

The Council conducts its business through a system of Committees and, where appropriate, Working Groups to consider and investigate specific matters within defined terms of reference.

Each Committee shall have an appointed Chair who is responsible for the effective conduct of Committee meetings. This includes ensuring that meetings are managed in accordance with the Council's governance arrangements, agendas are followed, discussions remain focused on the matters under consideration, and recommendations are formulated in an orderly and transparent manner.

Committees and Working Groups shall operate within the authority delegated to them by the Council and shall report their findings and recommendations in accordance with the Council's approved governance and decision-making procedures.

9. ASSET REGISTER

The Council shall maintain an Asset Register, which is reviewed at the Annual Meeting. Asset Inspection is undertaken regularly. Disposed items are recorded on Asset Register.

10. DECLARATIONS OF INTEREST

Councillors are asked, at the start of each meeting, if they have any interests to declare, and if they do, it will be so minuted with the reason why. If the interest is a Disclosable Pecuniary Interest, they must leave the meeting during the discussion of the relevant item unless a Dispensation has been approved.

11. Property

The Council shall maintain an asset inspection register to ensure that all Council property and facilities are kept in a safe, serviceable and well-maintained condition.

Councillors and/or designated members of staff shall undertake and record weekly visual inspections of all Council-owned property, including play and recreation areas, to identify any obvious defects, damage, hazard, or maintenance requirements.

In addition, a suitably qualified external contractor shall undertake and document monthly operational inspections of the Council's play and recreation areas to assess the condition, functionality and safety of equipment and associated facilities.

An independent annual playground safety inspection shall be carried out by RoSPA or another appropriately qualified independent inspector, with any recommendations reviewed by the Council and appropriate remedial action taken in a timely manner.

STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL

STATUTE – ACCOUNTS AND AUDIT (WALES) Regulations 2014 (as amended).

Adopted FTC ....

Review Date: AM 2027

1. OVERVIEW

Regulation 7 of the Accounts and Audit (Wales) Regulations 2014 (as amended) require councils to carry out an annual review of the effectiveness of their system of internal control. Internal audit is part of the system of internal control.

Local councils are required to conduct, at least once a year, in accordance with proper practices, a review of the effectiveness of its system of internal control.

In order for Caldicot Town Council to review the effectiveness of the Internal Control System there needs to be clarity on the internal controls in place. Some internal controls are listed in the Financial Regulations document but the system of controls goes beyond this. A Statement of internal Controls has been prepared and is appended to this report.

The review should focus on the internal audit standards identified. These will include principally a consideration of the extent to which internal audit adds value and how well it is helping the delivery of the Council's objectives.

IAC Audit and Consultancy Ltd, the Council's internal auditors for 2025-2026.

2. RECOMMENDATION

That Caldicot Town Council give consideration to the attached Statement of Internal Controls at the FTC meeting .... and are recommended that the controls currently in place were effective.

STATEMENT OF INTERNAL CONTROL

Cash Book/Bank Reconciliations	The Cash Book is kept up to date from original documents. The Cash Book is reconciled to the bank statement on a monthly basis. Bank reconciliations are checked quarterly by an independent member.
Financial Regulations	A document listing the Town Council's financial regulations, based on the model version prepared by NALC is maintained. The regulations are reviewed for continued relevance and amended where necessary by the Clerk/Responsible Financial Officer (RFO) with any proposed amendments subject to approval by the Council.
Legal Powers	A proper legal power is identified in advance of any expenditure.
Payment Controls	A Schedule of Payments is presented to every Full Town Council meeting of the Council for approval or retrospective approval (such approval is recorded in the Minutes). All BACS payments are checked by the RFO and are authorised by two authorised signatories
S137	A separate s 137 account is maintained
VAT Repayment Claims	The Clerk/ RFO ensures that proper VAT invoices are received where VAT is payable. The Clerk/RFO maintains a VAT account to show that the correct amount of VAT is reclaimed in the year.
Income Control	The RFO ensures that the amount of Precept received is correct in accordance with the Precept request submitted to Monmouthshire County Council. The RFO ensures that the Precept instalments are received when due.

	The RFO ensures that all other receipts (hall hire / nursery etc.) are received when due and correctly calculated.
Financial Reporting	The annual budget and spend to date are presented at a Full Town Council Meeting quarterly.
Budgetary Controls	The budget is prepared in consultation with the Council and approved annually by Full Town Council. The Precept is set based on the budget and submitted by the deadline set by Monmouthshire County Council.
Payroll Controls	Council's External Payroll – Chepstow Accounting carries out all Council's Payroll requirements including HMRC, Pensions, Auto Enrolment, etc. All staff are paid under PAYE. Salaries are paid by Bank payment; all payments are approved by Council/two authorised signatories on banking.
Asset Control	The Clerk/ RFO maintains a full Asset Register. The existence and condition of assets is checked on an annual basis. The adequacy of insurance of the Town Councils assets is considered annually in advance of the insurance renewal.

Caldicot Town Council

Internal Audit Summary for the year 2025-26

(shaded Internal Control Objectives are not applicable to your Council)

Interim Audit Date: 12/01/2026

Year End Audit Date 19/06/2026

IAC ✓

	Internal Control Objective	Observations	Observation Analysis					Responses			
			Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked
1	*Appropriate books of account have been properly kept throughout the year*	0	0	0	0	0	0	6	0	0	0
2	*Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.*	4	0	1	3	0	0	30	4	9	0
3	*The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these*	4	0	3	0	0	1	7	4	1	0
4	*The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.*	7	0	5	2	0	0	7	5	4	0
5	*Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for*	2	0	1	1	0	0	17	2	6	0
6	*Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	9	N/A
7	*Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.*	3	0	2	1	0	0	21	3	0	0
8	*Asset and investment registers were complete, accurate, and properly maintained.*	0	0	0	0	0	0	5	0	6	0
9	*Periodic and year-end bank account reconciliations were properly carried out.*	5	0	4	1	0	0	7	4	5	0
10	*Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded*	1	0	1	0	0	0	7	0	4	0
11	*Trust funds (including charitable trusts). The Council/Board/ Committee has met its responsibilities as a trustee*	1	0	0	1	0	0	4	1	2	0
	Total	27	0	17	9	0	1	111	23	46	0