CYNGOR
monmouthshire
COUNTY COUNCIL
sir fynwy

Caldicot Town Team CIC
Core Caldicot
43 Newport Road
Caldicot
Monmouthshire
NP26 4BG

Paid by Town Team
already

INVOICE	Invoice Number 70273759	Invoice Date 09/02/2026
Customer Reference 127781	Customer Name Caldicot Town Team CIC	
Contact Number	Contact Name Gareth Llewellyn	

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT IN GBP
DEPOSIT Payment for Hire of Main Green at Caldicot Castle for Emergency Services 999 Day Event on the 23rd August 2026	1.00	139.50	139.50

Net Amount	139.50
VAT Total	27.90
Total Amount in £	167.40

Immediate Payment is Due

Please see below for payment details

VAT Reg No GB 655 5436 19

Invoice Number 70273759

*VAT charged at Standard Rate where applicable

Payment can be made by the following methods:-
Direct Debit -The fastest and most efficient way to pay. Please contact the Sundry Debtor Team on 01633 644350 for details.

By Telephone - Debit and Credit Card payments are accepted by this method by telephoning 0800 0237406 (Select option 4, Council Invoices reference 7). This facility is available 24 hours a day, 7 days a week. Ensure you quote the invoice number and have your Debit and Credit Card details at hand when telephoning.

Online – Payments can be made by Debit and Credit Card by using our online secure payment website www.civicaepay.co.uk/MonmouthshireEstore/estore , Product & Service tab (Council Invoices Ref 7). You will need to quote the invoice number and have your Debit or Credit card details at hand.

Bank Transfer - You can make payment by this method if you have internet banking or telephone banking with your bank account. Please instruct your bank to make payment to the Council's Bank Account: (Sort code 20-18-23 Account number 13996565) and quote the invoice number.

N.B. INVOICES CAN BE ISSUED VIA E-MAIL. Please contact us at sundrydebtors@monmouthshire.gov.uk if you wish to use this service.

Please allow 24 Hours after the date of the invoice before making payment.

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg.

Monmouthshire County Council,Sundry Debtors,County Hall,The Rhadyr,Usk,NP15 1GA

CYNGOR monmouthshire COUNTY COUNCIL sir fynwy

Caldicot Town Team CIC
Core Caldicot
43 Newport Road
Caldicot
Monmouthshire
NP26 4BG

FAO Caldicot Town Council
Sandy lane
Caldicot
NP26 4NA

Paid to MCC

COPY INVOICE		**Invoice Number** 70281148	**Invoice Date** 03/06/2026
Customer Reference	127781	**Customer Name**	Caldicot Town Team CIC
Contact Number		**Contact Name**	Gareth Llewellyn

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT IN GBP
Balance of Payment for Hire of Main Green at Caldicot Castle for Emergency Services 999 Day Event on the 23rd August 2026	1.00	558.00	558.00

Net Amount	558.00
VAT Total	111.60
Total Amount in £	669.60

Immediate Payment is Due

Please see below for payment details

VAT Reg No GB 655 5436 19

Invoice Number 70281148

*VAT charged at Standard Rate where applicable

Payment can be made by the following methods:-
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TERMS OF REFERENCE

INTERNAL AUDITOR

to be approved and adopted at July FTC meeting

1. Appointment

The Council shall appoint an independent and competent Internal Auditor to undertake the annual internal audit of Caldicot Town Council in accordance with the Accounts and Audit (Wales) Regulations and proper practices.

2. Independence

The Internal Auditor must be independent of the Council's financial administration and decision-making processes and must not have any involvement in the day-to-day management of the Council.

The Internal Auditor shall carry out their work objectively, professionally and in accordance with recognised audit principles applicable to local councils in Wales.

4. Access to Information

The Internal Auditor shall have unrestricted access to all Council records, accounts, financial systems, policies, minutes, contracts and any other information considered necessary to complete the audit.

5. Cooperation

The Clerk/RFO and Members shall provide the Internal Auditor with all information, explanations and documentation reasonably required to enable the audit to be completed.

6. Confidentiality

All information obtained during the audit shall remain confidential except where disclosure is required by law or forms part of the auditor's formal report to the Council.

7. Audit Planning

The Internal Auditor shall determine the audit approach based upon risk, previous audit findings and the Council's governance arrangements.

8. Reporting

The Internal Auditor shall produce a written report detailing findings, observations, recommendations and any identified weaknesses in the Council's systems of internal control.

9. Annual Return

The Internal Auditor shall complete and sign the Internal Audit Report contained within the Council's Annual Return (Annual Governance and Accountability Return) before submission to the Council.

10. Review

These Terms of Reference shall be reviewed annually by the Council or sooner where legislation, regulations or proper practices require amendment.

Purpose of Internal Audit

The purpose of Internal Audit is to provide Caldicot Town Council with independent assurance that its financial management, governance arrangements, risk management processes and internal control systems are operating effectively and in accordance with legislation, proper practices and the Council's own policies.

The Internal Audit assists the Council in fulfilling its responsibility for the proper stewardship of public funds and provides Members with assurance that financial systems are operating effectively.

Scope of Internal Audit

The Internal Auditor shall review, on a test basis, the adequacy and effectiveness of the Council's:

i. Accounting records and financial systems.

ii. Internal financial controls.

iii. Risk management arrangements.

iv. Governance arrangements and decision-making processes.

v. Compliance with legislation, regulations and proper practices applicable to Community and Town Councils in Wales.

The audit shall include all areas required by the Annual Governance and Accountability Return (AGAR) together with any additional areas requested by the Council where appropriate.

Caldicot Town Council shall appoint its Internal Auditor on a three-year rolling contract, subject to satisfactory performance and annual review by the Council.

Internal Audit is a continuous assurance process and therefore not every system requires detailed testing each year. The Internal Auditor shall determine the level of testing required using a risk-based approach and shall state the scope of work undertaken within each annual report.

Where the Council considers that additional audit work is necessary, it may request the Internal Auditor to undertake a specific review and provide an interim report.

Audit Coverage

The Internal Auditor shall consider, where applicable:

i. Budget setting and budget monitoring.

ii. Income collection and banking arrangements.

iii. Expenditure, payments and procurement procedures.

iv. Bank reconciliations and cash management.

v. Payroll administration and employee payments.

vi. VAT accounting and recovery.

vii. Asset Register and asset management.

viii. Reserves and earmarked reserves.

ix. Financial Regulations and Standing Orders.

x. Risk Management Policy and Risk Register.

xi. Internal control arrangements.

xii. Insurance cover.

xiii. Investments and borrowing (where applicable).

xiv. Grants awarded and received.

xv. Compliance with Council policies.

xvi. Progress made against previous Internal Audit and External Audit recommendations.

Responsibilities of the Internal Auditor

The Internal Auditor shall:

i. Act independently, objectively and impartially.

ii. Plan and undertake audit work using a risk-based approach.

iii. Review systems of governance, financial management and internal control.

iv. Test financial transactions and supporting documentation where appropriate.

v. Complete the Internal Audit section of the Annual Governance and Accountability Return.

vi. Report findings, recommendations and any areas requiring improvement.

vii. Immediately notify the Clerk and Mayor of any significant concerns, irregularities or suspected fraud identified during the audit.

Responsibilities of Caldicot Town Council

The Council shall:

i. Maintain accurate accounting records.

ii. Operate effective internal control systems.

iii. Maintain appropriate financial records and supporting documentation.

iv. Make all records available promptly to the Internal Auditor.

v. Consider all Internal Audit reports at a Council meeting.

vi. Record in the minutes any decisions arising from the audit.

vii. Implement agreed recommendations within an appropriate timescale.

viii. Monitor progress against agreed audit actions.

Reporting

The Internal Auditor shall provide the Council with a written report detailing:

- The audit work completed.
- Findings.
- Conclusions.
- Recommendations for improvement.
- An opinion on the adequacy and effectiveness of the Council's internal controls.

The report shall be presented in sufficient time to allow the Council to consider the findings before approving the Annual Governance Statement and Accounting Statements.

Any significant weaknesses, material issues or concerns identified during the audit shall be reported promptly to the Council for formal consideration.

The Internal Auditor shall complete and sign the Internal Audit section of the Annual Governance and Accountability Return.

Review and Approval

These Terms of Reference apply to the Internal Audit arrangements of Caldicot Town Council.

They shall be reviewed annually by the Council and amended where necessary to reflect changes in legislation, regulations, proper practices or Audit Wales guidance.

Approved by Council: ____________________

Minute Reference: ______________________

Review Date: ______________________

Next Review Due: ______________________