

<p>Risk Assessment</p> <p>HIGH 0 MEDIUM 0 LOW 16</p>	<p style="text-align: center;">Faversham Town Council INTERNAL AUDIT 2025-2026 AUDIT PLAN WITH COMMENTS / FINDINGS</p> <p>I am pleased to report to Members of the Faversham Town Council (the “Council”), that I have completed my year-end internal audit of the Council’s records for the twelve-month period to 31 March 2026, following my audit visit and subsequent conversations on 20 April 2026.</p> <p>Councillors should be aware that my work cannot be relied upon to identify the occasional omission or insignificant error, nor do I actively seek evidence of breaches of trust or statute, neglect or fraud, which may have taken place. It is the responsibility of the Councillors of the Council to guard against such events, but if during my audit testing such events are discovered I am duty bound to disclose such events to the Council.</p> <p>I would like to take this opportunity to thank the Town Clerk, Ms Louise Bareham and the Finance & Minutes Asst Ms Emma Sunley for their assistance given to me during my audit visit.</p>		
Area	Item	Comments / Findings Interim visit 4 Nov 2025	Comments / Findings Year-end Audit 20 April 2026
Previous Audits	<ul style="list-style-type: none"> Date of last External Audit Certificate or Exemption Certificate for 2024-25 Comments if any Publication on website. Date of last Internal Audit Comments if any Review of any items outstanding from previous internal / external audit reports. 	<p>Forvis Mazars signed off the Report & Certificate 2024-25 on 5th Sept 2025 with no matters to report, posted to the website on 15 Sept 2025. P&R Comm 6 Oct 2025 Min 265 & Council 13 Oct 2025 Min 475 noted the conclusion of the external audit of the 2024-25 AGAR.</p> <p>The Year-end Internal Audit Report for 2024-25 was considered by Cllrs attending P&R Comm 2 June 2025 Min 235 noting the Report, endorsed by Council 9 June 2025 Min 414.</p>	<p>P&R Comm 5 Jan 2026 Min 293 – Interim Internal Audit Report received and noted.</p>
Minutes	<ul style="list-style-type: none"> Review of the Council minutes in particular the full Council meetings and the Committees responsible for Governance & Finance matters. General Power of Competence (GPC) ? Dispensations in place eg - S.40 LA&A Act 2014 filming/recording 	<p>Minutes and Agendas are available to view on the website as are any accompanying reports/papers.</p> <p>Following the May 2023 Election the Council resolved to adopt the General Power of Competence – Council 15 May 2023 Min 009</p> <p>The Town Council received a Quality Gold Highly Commended rating in December 2024, which gives the Town Council the Quality Gold Award (held for 4 years) for the second time, an impressive achievement.</p>	<p>Nov 2025 - Council trialling AI to generate agendas and minutes.</p>

<p>Code of Conduct/ Acceptance of Office</p>	<ul style="list-style-type: none"> • Date adopted • Any changes in elected/co-opted members since last Audit visit? • DPI's complete • DPI's on website or weblink • New Governance Compliance NEXT ELECTION ? <p>Local Government Reorganisation</p>	<p>There have been no changes in the full complement of 14 Town Councillors since my previous visit. The DPI information is available via a weblink on the Swale BC website although all the DPIs are summarised,</p> <p>May 2027</p> <p>Council 9 June 2025 Min 421 – The Town Council is minded to support the preference for a four unitary division across Kent and that Model 2 (Swale, Canterbury & Thanet) is the preferred option recognising that Model 4 (Swale, Ashford & Maidstone) does have merit. Extraordinary Town Council meetings are planned to discuss the Council's response to the Community Governance Review, particularly the potential ward boundary reviews and other boundary adjustments (P&R Comm 3 Nov Min 275 Refers to this matter)</p>	<p>P&R Comm 3 Nov 2025 Min 275 – Community Governance Review – resolved to form a WP to develop detailed proposals on the realignment of Ward Boundaries and Cllr representation due to the significant housing developments across the Town, to present recommendations to full Council on 20th Nov 2025.</p> <p>Council 20 Nov 2025 Min 496 – The Community Governance Review accepted with amendments to be forwarded to SBC</p> <p>P&R Comm 5 Jan 2026 Min 294 – Strategic WG recommendations approved inc. Planning Comm reduced to 9 Cllrs, SBC approached re transfer of the whole of the War Memorial site.</p> <p>SBC also requested to consider transfer of Perry Court land (electorate) to Watling Ward. Council 12 Jan 2026 Min 517 – approved the P&R Mins 5 Jan 2026 noting the change of membership of the Planning Comm would take place in the next Council year.</p> <p>Annual Town Council Meeting 17 Mar 2026 Min 5 – 8 week consultation concerning the TC's request for 3 more Cllrs and a split of the Watling Ward forming 5 wards in total.</p> <p>Annual Town Council Meeting 17 Mar 2026 Min 6 – Town Council's preferred option for the Local Govt Review is Option 4D, meaning Faversham will split from the rest of Swale to go eastwardly.</p> <p>The Town Clerk advised that the LGR boundaries review should be announced by 16 July 2026.</p>
<p>Standing Orders (SOs) and Financial Regulations (FRs)</p>	<ul style="list-style-type: none"> • Have they been formally adopted and applied? • Have any changes been made since they were adopted or the last audit and minuted? • Are Tender/contract values consistent between SOs & FRs and changes been formally adopted by the Council? 	<p>Council 12 May 2025 delegated to the P&R Comm the review of the Standing Orders (Min 402) and Financial Regulations (Min 403)</p> <p>P&R Comm 2 June 2025 Mins 231 & 232 resolved to adopt the updated Standing Orders 2025 and the updated model Financial Regulations 2025. Endorsed by Council 9 June 2025 Min 414.</p>	

	<ul style="list-style-type: none"> • Virtual Meetings / Delegation to Clerk/RFO still in place ? • Updated re New NALC Models SO's 2025, Fin Regs 2025 ? <p>Two signature rule still in place?</p>	<p>Scheme of delegation to Committees, Working Groups and Staff adopted October 2023 and reviewed by P&R Comm 3 June 2024 Min 122</p> <p>Updates in place 2 signature rule in place</p>	
<p>Risk Management</p>	<ul style="list-style-type: none"> • Risk Assessments – Are they: <ul style="list-style-type: none"> ○ Carried out regularly? ○ Adequate? ○ Reported in the minutes? ○ Inspections of play equipt etc if carried out by staff/Cllrs have they been trained, accredited? ○ ANNUAL REVIEW ? • Insurance cover – is it: <ul style="list-style-type: none"> ○ Appropriate/Adequate? ○ LTA in place? ○ Reviewed regularly? ○ Fidelity Guarantee Cover £ (Balances + ½ Precept) • Internal controls – are they: <ul style="list-style-type: none"> ○ Documented? ○ Adequate? ○ Reviewed regularly? ○ Statement of Internal Control (SIC)? • Systems and Procedures – are they: <ul style="list-style-type: none"> ○ Documented? ○ Adequate? ○ Followed? ○ Reviewed regularly? 	<p>The Risk Assessment and Management Strategy 2025-26 approved by P&R Comm 7 April 2025 Min 212, aligns with the Standing Orders & Financial Regulations and covers financial, strategic and operational risks, the comprehensive document was posted on the Council's website 9 April 2025.</p> <p>No responsibility for play areas</p> <p>P&R Comm 3 Mar 2025 Min 200 refers to the Insurance Quotes tabled at the Meeting for a new 3-year LTA. Company A was selected, ie Zurich Municipal Ins (ZM). Commencing 1 April 2025 to 31 March 2028 with similar cover to the previous LTA with ZM, but now includes TS Hazard and the Boxing Club buildings in Conduit Street. Vehicle insurance is with ZM an additional van was added to the policy from 8 May 2025. The Vehicle Policy with ZM was renewed for both vans from 3 August 2025. The Minibus insurance is with Endsleigh Ins until Feb 2026.</p> <p>Hayes Parsons Specialist insurance broker to renew the Collection Insurance Policy based on the Bonham's Valuation Sept 2021, From 16 May 2025 to 15 May 2026. Council 12 May 2025 Min 408 (Magna Carta Insurance) Cyber Insurance discussed by P&R Comm 2 June 2025 has not been pursued.</p> <p>The Statement of Internal Control for 2025-26, which included the Cllr Audits was discussed and accepted by P&R 2 April 2025 Min 211. Posted on the website 9 April 2025. Appointed Cllrs are Cllrs Eyre and Saunders.</p> <p>P&R Comm 6 May 2025 Min 223 – Honorary Freeman Policy, Member/Officer Protocol, Scheme of Delegation</p>	<p>P&R Comm 5 Jan 2026 Min 296 – H&S Review accepted a 3-year quote from Worknest for a H&S Audit and Advice.</p> <p>Min 297 – Camera and Tracking on Vans – purchase of a dashcam and development of a policy to track staff/van using GPS data.</p> <p>P&R Comm 2 Mar 2026 Min 314 – Risk Assessment and Management Strategy 2026-27 was approved</p> <p>The Minibus insurance with Endsleigh Ins ended Feb 2026. QBE are the new insurers from 23 Feb 2026 to 22 Feb 2027.</p> <p>P&R Comm 2 Mar 2026 Min 313 - Internal Control Statement 2026-27 noted and approved, uploaded to the Council's website 14 April 2026.</p> <p>P&R Comm 3 Nov 2025 Min 273 – agreed to review the electronic communication policy and GDPR related policies by 31 Mar 2026.</p> <p>P&R Comm 1 Dec 2025 Min 286 Employee Privacy Notice. Armed Services and Reservist Employment Policy, Breach Notification Policy, Equality, Diversity and Inclusion Policy, Document retention Policy, Publication Scheme, Subject Access Request, and revised IT Policy were adopted.</p> <p>P&R Comm 5 Jan 2026 Min 298 – Website Accessibility Statement and a digital, Social Media and Electronic Communications Policy be adopted.</p> <p>P&R Comm 2 Feb 2026 Min 304 – the Grant Policy be reviewed by the Strategic WG and considered in April 2026. P&R Comm 2 Mar 2026 Min 315 – resolved to</p>

	<ul style="list-style-type: none"> IT Policy covering digital and data compliance 2025 	<p>P&R Comm 2 June 2025 – Min 231 Standing Orders, Min 232 Financial Regulations, Min 233 IT Policy (posted to the website on 10 June 2025), Min 234 Grant Making Policy</p> <p>P&R Comm 6 Oct 2025 – Investment Policy and Strategy List of Policy updates as at 20 Oct 2025 presented to P&R Comm 3 Nov 225 for future review by the year-end.</p>	<p>replace the annual lucky draw with a rolling Small Grants Fund with a max. grant of £250 per application and a simpler on-line application be developed.</p> <p>P&R Comm 2 Feb 2026 Min 305 – Data Mapping Report high-lighting the new AGAR Assertion No. 10 covering digital and data compliance especially greater emphasis on councils being able to demonstrate that data protection is understood, documented, and embedded in practice. Agreed to refresh and adopt a new Data Map as a first stage.</p>
Budgetary Controls	<ul style="list-style-type: none"> Is the annual budgeting process reported and approved by the full Council? <ul style="list-style-type: none"> Budget/Precept amounts minuted? Review of All Reserves included as part of the Budget Setting Process? Is the actual performance against the budgets reported to the Council during the year <ul style="list-style-type: none"> Compare with Fin Regs requirements? Are significant variances explained in sufficient detail? 	<p>Monthly monitoring of spend against budgets by P&R Comm using the Omega Reports, eg 7 July 2025 Min 242, 3 Nov 2025 considered the Month 6 Report Min 272 Quarterly Reports available on the website.</p> <p>2026-27 Budget & Precept Draft Budget 2026-27 considered by P&R Comm 3 Nov 2025 Min 278. NB the Ham Marshes Judicial Review may have a significant impact on the Budget discussions Council 10 Nov 2025 Min 490</p> <p>Annual Finance Meeting to be held in January 2026.</p>	<p>P&R Comm 2 Feb 2026 Min 304 3rd Qtr Monitoring Report received and noted.</p> <p>P&R Comm 1 Dec 2025 Min 287 – Draft budget 2026-27 discussed with a Budget Workshop to be held on 10th or 17th Jan 2026.</p> <p>P&R Comm 5 Jan 2026 Min 299 – The Town Clerk be asked to produce a draft Budget for 2026-27 based on a 5% increase for the Budget Workshop to be held on 10 Jan 2026.</p> <p>Council 19 Jan 2026 Min 527 – agreed to a PWLB Loan of £200,000 over 15 years to fund refurbishment works to the Guildhall.</p> <p>Min 528 – Agreed the 2026-27 Budget of £1,015,300 (NB approx. £2.39pm increase for a Band D property)</p> <p>Min 529 – Earmarked Reserves as at 31 Dec 2025 noted and resolved any unspent 2025-26 Budgets by recommended for virement.</p> <p>Min 530 resolved that the Precept for 2026-27 be £973,600</p> <p>Min 532 – Staffing Budget for 2026-27 be accepted.</p> <p>Council 2 Feb 2026 Min 535 – Ham Marshes agreed to the next stage of the Planning Review and “Hearing Costs” up to a value of £10,000</p> <p>Council 9 Feb 2026 Min 541 – Agreed to increase (£50,000 increase) the proposed PWLB Loan for the Guildhall Refurbishment Works to £250,000 or a term of 15 years</p>
Section 137 expenditure if relevant (GPC adopted?)	<ul style="list-style-type: none"> What is the cash limit for the year? Is a separate account/analysis kept? 	<p>Not required GPC adopted in May 2023.</p>	

<p>£11.10 FOR 2025-26 (£10.81 FOR 2024-25)</p>	<ul style="list-style-type: none"> Has the cash limit been exceeded? <p>Have the spending powers been properly used and Minuted?</p>		
<p>Book-keeping</p>	<ul style="list-style-type: none"> Cashbook - is it: <ul style="list-style-type: none"> Fit for purpose? Arithmetically correct? Balanced regularly? Reported to Council regularly? Turnover above £200k pa ? Income & Expenditure basis of accounting? Record keeping and the arrangements in place to store previous year's accounts etc. 	<p>Rialtas Omega system in place managed by the Finance Clerk (Ms Sunley)</p> <p>Facilities Booking System also provided by Rialtas</p> <p>The Council accounts on an Income and Expenditure basis.</p>	
<p>Petty Cash</p>	<ul style="list-style-type: none"> Has the amount of petty cash float been agreed? Are all petty cash entries recorded? Are payments made from petty cash fully supported by receipts / VAT invoices? Are petty cash reimbursements signed for? Date of last petty cash reimbursement/top-up? Is petty cash balance independently checked regularly 	<p>A Community Bus float of £20 in place to assist with the management of the community bus service. Cash above the £20 float is banked on a weekly basis.</p>	<p>No change to the current arrangements.</p>
<p>Payroll</p>	<ul style="list-style-type: none"> Who is on the payroll and are contracts of employment in place? Who is the RFO? Annual Appraisal in place ? Have there been any changes to the establishment and/or changes to individual contracts during the year? 	<p>FTC is a Living Wage Employer – from April 2024</p> <p>Council 12 Aug 2024 approved position of Community Bus Officer and Assistant to the Town Clerk be retitled Office Manager.</p> <p>Community Bus Officer - 16hrs pw managed by the Facilities Manager Ms Sutton left (Active Travel Comm 2 Oct 2025 Min 206) Mrs Claire Farley-Hills appointed replacement (6 Nov 2025 Min 214)</p>	<p>15 staff on the payroll as at 31 March 2026.</p> <p>Emma Sunley returned to work in Dec 2025. Fiona Palmer resumed duties as the Faversham Charters Officer extended to include monitoring of Projects.</p> <p>The Town Clerk, Louise Bareham is to leave the Council on 15 May 2026 to take up the position of Town Clerk to the new Margate Town Council, which</p>

	<ul style="list-style-type: none"> • Members Allowances in place and paid via payroll system? • Have new appointments and changes to contracts been approved and minuted? • Do salaries paid agree with those approved by the Council? • Have PAYE/NI/Pension requirements been properly applied and accounted for? • Payroll outsourced? <p>WORKPLACE PENSION IN PLACE</p>	<p>Fiona Palmer the Faversham Charters Officer providing maternity cover for the Finance & Minutes Emma Sunley weekly hours increased from 10 to 14 hrs pw</p> <p>Council 12 May 2025 Min 407 endorsed the Minutes of the Staffing Comm 28 April 2025 Min 6 including the employment of two Facility Apprentices and Min 7 reported on the Town Clerk’s Appraisal. Facilities Apprentices - Harry Rogers (started 30 June 2025)and Hayden Prett (started 7 July 2025) – 37hrs pw</p> <p>National Pay Award 2025-26 approved by Staffing Comm 1 Sept 2025 Min 8. Fiona Palmer is managing the payroll during the maternity leave period.</p> <p>8 staff in the pension scheme The next 3-year Actuarial Valuation of the Kent Pension Fund is due as at 31 March 2025 with the results effective from 1st April 2026. The Kent Pensions Team are considering a proposal to “pool” all the 61 Town and Parish Scheme Members. The Town Clerk is waiting to hear from Kent Pensions on these proposals and the impact for the Town Council for the 2026-27 Budget.</p>	<p>will officially be in place on 1st April 2027(the vesting day). On the day of my audit visit the Town Clerk received notification of her exam results for the Masters Degree in Public Leadership.</p> <p>Ms Sarah Muteham currently Clerk to Boughton under Blean PC, has been appointed the new Town Clerk and takes up her position on 18 May 2026.</p>
<p>Payments</p>	<ul style="list-style-type: none"> • Are all payments recorded and supported by appropriate documentation? • Are payments minuted? • Review of DD’s and SO’s ? • STAFF costs definition for inclusion in Box 4 for 2025-26, check parity for 2024-25 ? Currently includes salary, tax, NIC & Pension (employee & ers) + taxable benefits (home working allowance, broadband 	<p>P&R Committee receives regular reports</p> <p>Monthly schedules checked against payments approved and paid – these are then listed on the website. The nominated Cllrs are expected to undertake monthly checks of the payment system. Check lists up to date.</p> <p>Review of regular payments – P&R Comm 2 June 2025 Min 230. DD’s & SO’s set up for Lloyds Charge Card, PWLB, Sage payroll, Bulb, Royal Mail, New Star Networks, Lease Plan Uk Ltd, Castle Water & Octopus Energy (electricity supplies)</p> <p>RBS Omega accounting package fully complies with the AGAR definition of “staff costs”.</p>	

	<p>& phone allowance etc NOT incl.)</p> <ul style="list-style-type: none"> • Has VAT been identified, recorded and reclaimed? • Have internal control procedures inc. segregation of duties been adhered to? • Contracts: <ul style="list-style-type: none"> ○ What contracts exist? ○ Compliance with SOs & FRs for letting of contracts? ○ Have any new contracts or contract variations and/or extensions been awarded in the year? ○ Have contract payments been made in accordance with the contract document? 	<p>Vat claims repayments paid into the NatWest c/a (1133):- Qtr. 4 Jan to 31 Mar 25 - £9,285 recd 24 April 25 Qtr. 1 Apr to 30 Jun 25 - £27,531 recd 21 July 25 Qtr 2 July to 30 Sept 25 - £11,836 recd 16 Oct 25</p> <p>Sample contracts/agreements in place- Mitec Group – IT support Office 365 licences & TalkTalk contracts Procurement Services Digital (trading arm of KCC) – Office printer rental Countrystyle – wheelie bin service Amethyst Horticulture – seasonal planters/watering Brogdale CIC – 3 year contract Worknest – employment law and HR support services commenced a 5-year contract on 16 Nov 2022. Gatherwell – Lottery management services Initial – hygiene supplies (3-yr contract from 20 June 2024) Fuelcard Services – Minibus fuel SMS Creative Services Ltd – leaflet & poster designs Daniel Martin – Oversee & administer the Guildhall External Repairs (HBCC 2 July 2025 Min 112)</p>	<p>Qtr 3 Oct 25 – 31 Dec 25 - £11,360 recd 21 Jan 26 Qtr 4 Jan 26 – 31 Mar 26 - £19,844 recd 24 Apr 26</p> <p>Council 9 Feb 2026 Min 542 – delegated appointment of one of the two contractors to carry out the specialist Guildhall Refurbishment Works - Goodsells Council 9 Feb 2026 Min 546 – appointed DSBS Carpentry & Construction for repairs to the cornerstones at the Pump House (£6,665 ex VAT).</p> <p>Manders – survey of the Boxing Club building prior to works commencing. Simon Bell – Creek Bridge (Actions 1 & 2) Richard Buxton (Sols.) – Legal advice re Save Ham Marshes campaign. Cumbria Clock Co. – Guildhall Clock renovations/repairs</p>
Receipts	<ul style="list-style-type: none"> • Are all receipts recorded correctly? • Are all receipts promptly banked? • Precept, CTSG and Sect 106 & CIL payments • Are income records inc allotments, burials, hirings adequate? • Are invoicing arrangements adequate including VAT where applicable? 	<p>Sum-up machine in place for card payments. Precept recd April & Sept – total £755,000</p> <p>Main other income sources (to month 7) – Bank Interest - £9,730 Guildhall - £3,290 Mooring fees - £7,580 Heritage, Buildings & Creek- £7,900 Faversham Lottery - £4,140 Community Bus - £3,910 Charter Exhibition - £1,590 Event Income - £7,830</p>	<p>Main other income sources (full year) – Bank Interest - £13,569 Guildhall - £5,451 Mooring fees - £7,971 Heritage, Buildings & Creek- £9,285 Faversham Lottery - £6,716 Community Bus - £8,202 Charter Exhibition - £1,994 Event Income - £9,315 Ham Marshes donations etc - £39,880 War Memorial Fund - £13,718</p>
Bank reconciliation & PWLB Loans	<ul style="list-style-type: none"> • What current/deposit accounts exist? • Investment Strategy recommended where bank 	<p>Bank Balances as at 30 Sept 2025 checked NatWest Current a/c No. 1133 - £100 NatWest Deposit a/c No. 8193 - £132,041 (1.05%) NatWest Deposit a/c No. 5901 - £7 (1.05%) NatWest Liq Man 35day No. 8240 - £68,124 (2.23%) Lloyds Bank Current a/c No. 9160 - £432,964</p>	<p>New account set-up in the Faversham TC name regarding the Ham Marshes Campaign Council 13 Oct 2025 Min 480 considered the update report of the campaign and judicial review.</p> <p>Bank Balances as at 31 March 2026 checked</p>

	<p>balances are in excess of £100k. FSCS applicable ?</p> <ul style="list-style-type: none"> • Are bank reconciliations regularly carried out for each account and signed off by Councillors? • Year-end Level of Balances to Precept ratio • Are the cheque counterfoils, paying-in books and bank statements adequately referenced? • When was the last review of the banking arrangements? <p>Internet Banking?</p> <p>Debit/Credit Card?</p> <p>and if in place Financial Regs up to date ?</p> <ul style="list-style-type: none"> • Signature review (Two signatures required?) • Any PWLB loans in place ? 	<p>Lloyds 32 Day Notice a/c No. - £11,445 (1.95%) Lloyds Instant access a/c 2563 - £3,003 (0.60%) Nationwide a/c No. 8973 a/c closed 29 Sept 2025 £95,014 trf to Nat West a/c 8193 Unity Trust a/c No 9760 – closed 15 May 2025 trf to 3626 Unity Trust Instant Access 3626 - £4,803 (2.25%) CCLA a/c No. 7181 - <u>£17,454</u> TOTAL <u>£669,941</u></p> <p>P&R Comm 7 July 2025 Min 243 – Town Clerk advised the Council that owing to the size of the Precept the Council were no longer deemed to be covered by the Financial Services Compensation Scheme. Further report to P&R 1 Sept 2025 Min 251 included reference to Investment Risk Management.</p> <p>Interest earned to 31 Oct 2025 = £9.7k</p> <p>There are monthly bank reconciliations checked by the Cllr Auditors. P&R Comm 6 Oct 2025 Mins 264 resolved to adopt the Investment Strategy Policy 2024</p> <p>Lloyds Charge Card in place</p> <p>Bank Signatories for all bank accounts noted by Annual Council 12 May 2025 Min 401 PWLB Loans Year-end sums outstanding at 31 March 2025 = £1,012,158 Repayments (June & Dec)</p>	<p>NatWest Current a/c No. 1133 - £100 NatWest Deposit a/c No. 8193 - £49,790 (0.85%) NatWest Deposit a/c No. 5901 - £7 (0.85%) NatWest Liq Man 35day No. 8240 - £68,822 (1.98%) Lloyds Bank Current a/c No. 9160 - £56,701 Lloyds 32 Day Notice a/c No. 26LS - £11,555 (1.85%) Lloyds Instant access a/c 2563 - £39,898 (0.60%) Ham Marshes a/c Unity Trust Instant Access 3626 - £4,855 (1.95%) CCLA a/c No. 7181 - <u>£17,454</u> TOTAL <u>£249,182</u></p> <p>Cllr checks up to date.</p> <p>Charge card balance was Nil @ 31 Mar 2026 SumUp in place (K4RU – merchant no.) balance was Nil @ 31 Mar 2026</p> <p>PWLB Loans Year-end sums outstanding at 31 March 2026 = £1,000,016</p>
<p>Assets changes Asset Register (AR) and Investment Register if applicable.</p> <p>Loans by the Council</p>	<ul style="list-style-type: none"> • Are all the material assets owned by the Council recorded in an AR ? • Is the AR up to date? • Basis of Asset Values and Reviews • Are long-term investments recorded? • Does the AR show the insurance values ? • Digital Photographic evidence? 	<p>Asset Value at 31 March 2025 = £3,161,574</p> <p>The Old Town House and Pump House (formerly known as T S Hazard Building and Boxing Club) – HBCC 4 June 2025 Min 100 noted that the exchange of contracts with Swale BC for the Town Quay and Buildings would be completed on 5 June 2025. Subsequent HBCC meetings have requested quotes and commissioned Condition Reports and Structural Surveys from suitably qualified Companies.</p> <p>Faversham War Memorial – Asset Transfer from the Fav War Memorial Committee of the structures and</p>	<p>P&R Comm 5 Jan 2026 Min 295 – that the Council defers any responsibility for the Central CP Public Toilets at this stage.</p> <p>Land at Reedland Crescent – purchase proposed – Council 9 Feb 2023 Min 544, subject to terms and boundary responsibilities clarified.</p>

	<ul style="list-style-type: none"> • Is there a separate Inventory List of low value items (e.g. below the insurance excess levels) ? • Loans to local bodies including any indemnities in place. 	<p>formally approach Swale BC to agree the transfer fo the War memorial Garden – P&R Comm 3 Nov 2025 Min 277</p> <p>Oare Gunpowder Works – Transfer of full Lease from Swale BC to Faversham TC– P&R Comm 1 Sept 2025 Min 253 & 3 Nov 2025 Min 276 (associated legal work) The site is owned by Bretts Aggregates, therefore will not be an asset that would be valued and included in the Council’s Asset Register, other than a memorandum item if deemed appropriate. NB Have the insurance risks of this site been considered?</p> <p>Suitable Depot or Work Area for Facilities Team - The Town Clerk advised that several sites are being investigated as a possible Depot Site.</p> <p>Local Govt Restructuring – The Town Clerk advised me of the discussions with Swale BC and Kent CC of possible asset transfers prior to the Local Govt Restructuring.</p> <p>Other assets purchased during the last 6-months include a Vauxhall Van and 2 laptops and PC upgrade for staff. These and other items will be checked during the year-end audit visit.</p>	<p>Oare Gunpowder Works - Tender Notice for the Renovation of the Visitor Centre (estimated value £240,00 inc VAT and commencement Feb 2026) closing date 10 Nov 2025</p> <p>Within the Minutes there are references to the possible long-term loan of the Magna Carta to an Institution in the USA. This will NOT be happening.</p> <p>Asset Value at 31 March 2026 = £3,187,415</p>
<p>Year-end procedures Inc. AGAR</p>	<ul style="list-style-type: none"> • Does the 2025-26 AGAR Statement of Accounts agree with the cashbook? • Is there an audit trail from the financial records to the accounts and have debtors and creditors been properly recorded? • Date of approval of 2024-25 AGAR & Certificate of Exemption criteria met, exemption declared 	<p>Year-end procedures to be checked at final audit</p> <p>The AGAR 2024-25 was approved by Council 9 June 2025 Mins 418 & 419. Minute 418 lists the individual responses to the Assertions in Section 1 of the AGAR. The RFO had signed off the Statement of Accounts on 12 May 2025 Date of Announcement - 10 June 2025 Public Inspection period – 11 June to 22 July 2025</p>	<p>Accounting records were checked against the figures to be used in the AGAR Statement of Accounts for 2025-26, including the Bank Reconciliation.</p>

	<ul style="list-style-type: none"> • PROOF of public rights provision during summer 2025 & website– AIAR ICOs • Public Inspection Period Minuted ? • Governance compliance regime - refer to Practitioners’ Guide 2025 	<p>Evidence – Published on website 10 June 2025</p> <p>Council 9 June 2025 Min 420 agreed the above dates for the exercise of public rights</p>	
<p>Additional tests – (as necessary)</p>	<ul style="list-style-type: none"> • Computer systems: <ul style="list-style-type: none"> ○ The procedures for the backing up of computerised records ○ Council owned PC/laptop ? ○ Email security ○ Encryption of data? • Trust Funds/Charities – Charity Commission filing? • Annual review of the effectiveness of Internal Audit inc. Appointment of IIA • Website host and Webmaster and any changes? • Website functionality & accessibility NALC L09-18 • TRANSPARENCY CODE compliant especially for Exempt Authorities • Post GDPR (May 2018) <ul style="list-style-type: none"> ○ Privacy Notice ○ Cllr email addresses? ○ Email disclaimer 	<p>There have been no major changes to the IT support, back-up and security arrangements since my last visit in May 2025. IT security arrangements including back-up in place and overseen by MITEC Solutions Office 365 applications in use Virtual meetings via Teams and Zoom. VOIP phone system in place.</p> <p>Not applicable</p> <p>P&R 6 Jan 2025 Min 181 – considered 5 quotes for the IIA services. I was re-appointed for 2025-26.</p> <p>The website provided by Zonkey Solutions Ltd went live in December 2020.</p> <p>Functionality is good, although the ability to open more than one webpage at a time would be useful. Webmaster is the Town Clerk</p> <p>Policies & Procedures page on the website includes policies relating to GDPR including “privacy notices” Elected Cllrs have their own @favershamtowncouncil.gov.uk email address</p>	<p>No changes to the previously checked arrangements for IT and website.</p> <p><u>Exemplarily response to Assertion 10</u></p>

	<p>Other matters inc DPO arrangements</p> <p>PRACTITIONERS' GUIDE 2025 From 2025-26 the AGAR Section 1 Annual Governance Statement will include an additional Assertion 10 Digital and Data Compliance.</p>	<p>P&R Comm 1 Sept 2025 Min 252 Cllrs advised and noted the requirements to satisfy the additional Assertion 10 to be included in the 2025-26 AGAR. Resolutions 1) to 4) included the conduct of an annual data audit and data protection and cyber security training for staff & Cllrs on an annual basis AND noting the various related Policies in place such as Data Protection Policy. A revised IT Policy to be considered by P&R Meeting 1 Dec 2025.</p>	<p>P&R Comm 5 Jan 2026 Min 298 – Website Accessibility Statement and a digital, Social Media and Electronic Communications Policy be adopted.</p> <p>P&R Comm 2 Feb 2026 Min 305 – Data Mapping Report high-lighting the new AGAR Assertion No. 10 covering digital and data compliance especially greater emphasis on councils being able to demonstrate that data protection is understood, documented, and embedded in practice. Agreed to refresh and adopt a new Data Map as a first stage.</p>
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