

WHIMPLE PARISH COUNCIL INTERNAL CONTROL CHECKLIST – QUARTER 2

The Accounts and Audit (England) Regulations 2015 aims to strengthen governance and accountability. This is done through internal control and internal audit. This is documented as:

“A relevant authority must ensure that it has a sound system of internal controls which:

- a) Facilitates the effective exercise of its functions and the achievement of its aims and objectives*
- b) Ensures that the financial and operational management of the authority is effective*
- c) Includes effective arrangements for the management of risk*

A relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance procedures...”

Whimple Parish Council has determined that there should be a regular review (at least quarterly) of the internal controls and that this will be carried out by a Councillor that is not an authorised signatory.

This will create a written document which is submitted to the Council for approval and minuted as such.

This is in addition to the internal and external audit requirements.

Control Check	Frequency of check	Documents checked and comments
1. Proof of payments supported by approved invoices which are authorised and minuted	Quarterly	<i>Checked all invoices to schedule of payments and minutes of the meetings.</i>
2. Proof of receipts (including precept) supported by appropriate remittance advice	Quarterly	<i>Checked evidence of receipts, cross referenced to bank statements</i>
3. The cashbook is kept up to date and all receipts and payments are included	Quarterly	<i>Checked invoices and receipts to cashbook</i>
4. Monthly bank reconciliations have been completed which are supported by the cashbook and bank statements	Quarterly	<i>Cross referenced cashbook to bank statements and reconciliation</i>
5. Payments made to the Clerk are accurate and in accordance with the contract of employment and correct salary scale.	Quarterly	<i>Checked payments paperwork to the contract of employment and NJC salary scales.</i>
6. Any Clerk or Councillor expense claims are completed on the claim form with invoices/receipts attached	Quarterly	<i>No claims in Q2 2025/26</i>

Control Check	Frequency of check	Documents checked and comments
7. Check the schedule of transfers to ensure that transfer of money between bank accounts is appropriate and authorised by the Council	Quarterly	<i>No transfers completed in Quarter 2.</i>
8. The budget is being monitored by the Council during the financial year and includes all receipts and payments	Quarterly	<i>Budget Monitoring Reports come to the council monthly and checked those to the end of August and September 2025. Due to the summer recess there was no meeting in August and therefore no July report.</i>
9. The risk assessment is being reviewed by the Council on a regular basis and any new and emerging risks are identified	Quarterly	<i>Risk Assessment being considered quarterly – last considered on 21/07/25. Two new risks added. Next being considered at the October meeting.</i>
10. That any goods/services costing above £5,000 were ordered only following consideration of three quotations	Quarterly	<i>Checked the quotes in Q2 2025/26 relating to the works to the Town Lane site, riverbed and riverbank in The Square and Allotments. All of these works were less than £5,000 but cross referenced the quotes to the report and minutes</i>
11. Council minutes are signed and retained in a minute book	Quarterly	<i>Clerk holds a minute book for final signed minutes</i>
12. Standing Orders are reviewed annually, approved by Council and published on the Council website	Annually (after AGM in May)	<i>No applicable in this quarter as checked in Q1</i>
13. Financial Regulations are reviewed annually, approved by Council and published on the Council website	Annually (after AGM in May)	<i>No applicable in this quarter as checked in Q1</i>
14. Internal Control Statement is reviewed annually, approved by Council and published on the Council website	Annually (after AGM in May)	<i>No applicable in this quarter as checked in Q1</i>
15. Risk Management Strategy is reviewed annually, approved by the Council and published on the Council website	Annually (after AGM in May)	<i>No applicable in this quarter as checked in Q1</i>
16. Code of Conduct is reviewed annually, approved by the Council and published on the Council website	Annually (after AGM in May)	<i>No applicable in this quarter as checked in Q1</i>

Control Check	Frequency of check	Documents checked and comments
17. Declaration of Acceptance of Office forms are signed for the role of Councillor, Chair and Vice-Chair	Chair and Vice-Chair Annually (after AGM in May) Councillors when elected or co-opted ss	<i>Checked the completed forms for newly co-opted councillor Becky Venton.</i>
18. That a VAT return has been completed and submitted to the HMRC to reclaim any VAT incurred by the Council in the previous financial year	Annually (by the end April)	<i>No applicable in this quarter as checked in Q1</i>
19. The Asset Register has been reviewed on an annual basis	Annually (by the end April)	<i>No applicable in this quarter as checked in Q1</i>
20. An annual review has taken place of the Council's insurance arrangements and adequacy of insurance cover	Annually (by the end May)	<i>No applicable in this quarter as checked in Q1</i>

Date of Review: _____

Reviewed by: _____

Signature: _____

Parish Clerk & RFO signature:

Outright

Presented to the Parish Council meeting on: **20 October 2025**

Resolved by the meeting at minute: _____

WHIMPLE PARISH COUNCIL – RISK ASSESSMENT

This risk assessment sits alongside the Risk Management Strategy

Topic	Risk	H/M/L	Management or risk (mitigating factors)	Review/Assess/Revise
Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	M	All files and records are kept either electronically or at the Clerks home/in a lockable filing cabinet. The Clerk makes regular back up of files. In the event of the Clerk being indisposed the Chair to contact Devon Association of Local Councils (DALC) or Society of Local Council Clerks (SLCC). Provision of a Council laptop so that records and logins for online banking/HMRC can be accessed.	Existing procedures adequate Review scope for sharing information/passwords Review contingency plans in the event of the Clerk being indisposed. Review if a Council mobile phone is needed (particularly for dual factor authentication).
	The Council is unable to access Council records if the Clerk is indisposed as the information is on their personal laptop	M		
	The Council cannot access online banking or HMRC due to two factor authentication and the Clerks personal phone number being listed	M		
Precept	The precept is not adequate to cover the Council's expenditure	L	The Council reviews the Precept requirement annually in November and presented in the December meeting. Reviews the presented budget update information including actual position and projected position to year end and estimated figures for the next financial year. With this information the Council agrees the precept amount to be requested from EDDC. This figure is submitted by the Clerk in writing by the deadline set by EDDC. The Clerk informs the Council when the monies are received. Checked via the internal control checklist completed by the councillor who is finance, internal control and risk management 'champion' and reported to Council	Existing procedures adequate
	Precept requirements are not submitted to East Devon District Council (EDDC)	L		
	Incorrect amount of Precept paid by EDDC	L		
Reserves	The Council does not have an adequate level of reserves to cover 6 months operating costs	M	The Council needs to have adequate reserves to deal with an emergency. The Council has a Reserves Policy and reviews its reserves annually following the end of the financial year.	Existing procedure adequate
	Lack of reserves to cover any budgetary shortfall	M		

Topic	Risk	H/M/L	Management or risk (mitigating factors)	Review/Assess/Revise
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations that set out requirements and expectations. Financial records are checked via the internal control checklist by the councillor who is finance, internal control and risk management 'champion' and reported to Council The Council has appointed an independent internal auditor to review processes The Parish Clerk is CiLCA qualified	Existing procedures adequate Review Financial Regulations annually Review Internal Control Statement annually Annual Internal Audit completed
Bank and banking	Inadequate checks Bank mistakes Loss Charges	L L L L	The Council has Financial Regulations and Internal Control Statement that set out the requirements and controls for banking, cheques and reconciliation of accounts. Two councillors required to sign off any bank payments. Monthly bank reconciliations identify and errors Banking records are checked via the internal control checklist by the councillor who is finance, internal control and risk management 'champion' and reported to Council The Council reviews its banking arrangements at least annually	Existing procedure adequate Review Financial Regulations annually Review Internal Control Statement annually Reviewing banking arrangements and signatories annually (at AGM) Internal Control checklist completed quarterly Download, save and monitor bank statements monthly
Cash and cheques	Loss through theft and dishonesty	L	The Council has Financial Regulations and Internal Control Statement that set out the requirements and controls for cash and cheques. The Council does not deal with cash and cheques as all payments are made electronically. The Council's insurance policy has a Fidelity Guarantee. Finance reports are standing items on Council agenda including payments and receipts reports and bank reconciliations. Clerk circulates the cash book and bank statement on a monthly basis and it gets signed at meetings	Existing procedure adequate Review the Financial Regulations annually Review Internal Control Statement annually Internal Control checklist completed quarterly Ensure Fidelity Insurance is adequate.

Topic	Risk	H/M/L	Management or risk (mitigating factors)	Review/Assess/Revise
Purchase of goods or services	Goods or service not supplied but billed Invoice incorrect Bank transfer/cheque payment not correct Unpaid invoices	L L L L	The Council has Financial Regulations that set out the requirements. At each Council meeting, the schedule of payments plus invoices is approved. Payments are processed via online banking by the Clerk and signed off by two councillors before being paid. Banking records are checked via the internal control checklist by the councillor who is finance, internal control and risk management 'champion' and reported to Council	Existing procedure adequate Review the Financial Regulations annually Review Internal Control Statement annually Internal Control checklist completed quarterly
Procurement process	The Council doesn't follow procurement legislation or the Financial Regulations when procuring goods or services	M	The Council has Financial Regulations that set out the requirements and procurement limits. Evidence of procurement process and quotes/tenders where appropriate	Existing procedure adequate Review the Financial Regulations annually Review Internal Control Statement annually Internal Control checklist completed quarterly
Salaries and associated costs	Salary paid incorrectly Misappropriation or fraud Wrong deductions of NIC or Tax Unpaid Tax or NIC to HMRC	L L L L	Parish Council authorises appointment of Parish Clerk. Parish Clerk has contract of employment NJC salary scales are followed Payroll administered through the HMRC Payroll software All salary payments and amounts due to the HMRC are approved by the Council and recorded in the meeting minutes Salaries paid by BACs with two councillors approving the payment Payroll records are checked via the internal control checklist by the councillor who is finance, internal control and risk management 'champion' and reported to Council	Existing procedure adequate

Topic	Risk	H/M/L	Management or risk (mitigating factors)	Review/Assess/Revise
Grant payable (S137)	There is no power to pay the grant Grant paid without evidence as to how it will be used or how it will benefit the local community S137 expenditure is not calculated correctly and Council overspends	L L L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure.	Existing procedure adequate Parish Councillors request a copy of S137 rules if required. Clear audit trail of the S137 amount each year
Grants receivable	Council receives a grant and doesn't spend it appropriately or fails to keep an audit trail	L	Parish Council has a grants and donations policy. All applicants must complete the grant funding application, and these are considered by the Council. One off grants (e.g. DCC Locality Budget) would be dealt with within the specifically defined terms and conditions and would be itemised explicitly in the financial information and accounts presented to the Council If grant received is for a specific purpose Council may allocate it as an earmarked reserve	Existing procedure adequate Grants and Donations Policy Grant Application form Budget monitoring reports Financial statements Information re grants recorded in the minutes of Council meetings
Employees	Loss of the Parish Clerk through resignation or being indisposed Parish Clerk is inexperienced and fails to meet the requirements of the role	L L L	In the event of the Clerk being indisposed the Chair to contact DALC or SLCC. The Parish Clerk is CiLCA qualified The Parish Clerk is provided with access to relevant training, reference books and legal advice required to undertake the role	Existing procedure adequate
Councillors	Councillors are unclear about their role and responsibilities Councillors do not follow legislation or powers and duties Councillors are not adequately trained to enable them to conduct their role effectively	L L L	Parish Clerk provides inhouse training for councillors Councillors are provided with access to relevant training, reference books and legal advice required to undertake their role Councillors follow the list of powers and duties set out	Existing procedure adequate

Topic	Risk	H/M/L	Management or risk (mitigating factors)	Review/Assess/Revise
Councillors interests	Councillors fail to declare pecuniary and/or personal interests Councillors fail to complete the Register of Interest form Councillors have a conflict of interest	M M L	The declaration of interests by councillors at meetings is a standing item on all agendas. Register of Interest forms should be reviewed regularly by councillors and the Clerk notified of any changes Councillors seek advice from the Clerk or Monitoring Officer if they are unsure	Existing procedure adequate
Election costs	Financial risk to the council of an election	L/M	The risk is higher in an election year. There are no measures which can be adopted to minimise the risk of having an election as this is a legal requirement and democratic process. Council to ensure that it has enough reserves to cover any costs	Existing procedure adequate
Value Added Tax (VAT)	Re-claiming/charging	L	The Council has Financial Regulations that set out requirements regarding VAT The Parish Clerk reclaims VAT for the previous financial year annually in April VAT records and reclaim are checked via the internal control checklist by the councillor who is finance, internal control and risk management 'champion' and reported to Council	Existing procedure adequate Internal Control checklist completed quarterly
Annual Governance and Accountability Return (AGAR)	The Council fails to complete the correct paperwork within the correct timescales for the AGAR The information contained within the AGAR is incorrect or false	L L	The AGAR is completed and approved by the Council, documents subject to internal audit prior to being forwarded to the External Auditor within the required time limit.	Existing procedure adequate
Internal Audit	The acts unlawfully be not having an internal audit carried out by an appropriate and competent person	L	The Council has an internal audit on an annual basis by a person who is an appropriate and competent person The internal audit report is considered at a Council meeting and published on the Council website.	Existing procedure adequate

Topic	Risk	H/M/L	Management or risk (mitigating factors)	Review/Assess/Revise
Legal powers and duties	The Council acts illegally by undertaking activities that fall outside of its legal powers and duties	L	Any decisions made are considered against the list of legal powers and duties Decisions are resolved at Council meetings and recorded in the minutes. The minutes are published on the Council website	Existing procedure adequate
Agendas, minutes, notices and statutory documents	The Council fails to give the correct statutory notice period for the publication of agendas There is a lack of accuracy and/or legality	L L	Minutes and agendas are produced with the prescribed method by the Clerk and adhere to the legal requirements At least 3 days notice is given when agendas are published (taking into account any bank holidays) Agendas are published on the Council website and Parish noticeboards Draft minutes are published on the website and changed to Final once approved at the next Council meeting Business conducted at Council meetings is managed by the Chair	Existing procedure adequate
Public Liability	Risk to third party, property or individuals	L	Insurance is in place which includes £10m for public liability	Existing procedure adequate
Employer Liability	Non-compliance with employment law and risk to employees	L	Insurance is in place which includes £10m employer liability	Existing procedure adequate
Insurance	The Council doesn't have insurance or it is not adequate for its needs. Insurance provision is not regularly market tested and does not provide value for money	L L	Insurance provision is reviewed at least annually. When the Council is due to renew its insurance it is market tested with quotes from three suppliers where possible.	Existing procedure adequate
Data Protection	The Council does not meet the requirements of the Data Protection Act	L	The Council is registered with the Information Commissioner. The Council has a Data Protection Policy The Council has a Privacy Statement The Clerk is delegated at the Data Protection Officer	Existing procedure adequate

Topic	Risk	H/M/L	Management or risk (mitigating factors)	Review/Assess/Revise
Freedom of Information	The Council does not meeting the requirements in respect of Freedom of information	L	The Council has a Freedom of Information Policy and Model publication scheme The Clerk completes any FOI requests that come in	Existing procedure adequate
Council records – Paper	Loss of records through inappropriate destruction, loss, theft or damage (e.g. from fire or flooding) Council records are held longer than they need to be and not in accordance with the Data Protection Act	L/M	Papers records are stored at the home of the Parish Clerk and in a lockable filing cabinet at the Parish Hall. Paper records are backed up by scanning and saving them Older records including minutes books are stored in the South West Heritage Centre archives Where appropriate, paperwork with personal information is securely destroyed when appropriate Document retention guidelines are followed.	Existing procedure adequate
Council records - electronic	Loss of records through inappropriate destruction, loss, theft or damage (e.g. from fire or flooding)	L/M	Electronic records are stored on the computer at the Clerk's home. Backups of the files are taken at regular intervals and stored on a portable hard drive. Where appropriate, electronic files with personal information is securely destroyed when appropriate Document retention guidelines are followed.	Existing procedure adequate
Assets	Assets are lost or damaged There is not an accurate record of the assets held by the Parish Council	M	The Council has an asset register which is reviewed annually An annual review of assets is undertaken for insurance purposes	Existing procedure adequate
Asset Maintenance	Assets are not maintained appropriately. Assets become a hazard to members of the public	L L	All assets owned by the Council are regularly reviewed and maintained. All repairs and relevant expenditure for those repairs are authorised in accordance with the procedures of the Council.	Existing procedure adequate

Topic	Risk	H/M/L	Management or risk (mitigating factors)	Review/Assess/Revise
Grounds Maintenance contract	The grounds maintenance contract is not procured correctly. The contractor does not deliver the contract to the standard expected by the Council The contractor does not have appropriate public liability insurance	L L L	The Grounds Maintenance contract was market tested and quotes considered by the Council There is a contract in place between the Council and contractor Regular reviews of the contractors work will take place The contractor has provided their public liability insurance certificate	Existing procedure adequate
Allotments	Revenue/loss through poor management/ badly maintained sites	M	Regular inspections Timely maintenance interventions	
	Lack of security	M	Regular inspections Feedback from allotment tenants	
	Damage/nuisance to adjacent residents	M	Regular inspections Rules shared with tenants	Allotment Policy
	Accidents/ Personal injury	M	Risk assessment is reviewed at least annually and public liability insurance	
	Vandalism	M	Regular inspections Feedback from allotment tenants and members of the public Clear reporting channel	
	The cost of renting the Grove Road Allotments exceeds a reasonable amount to recharge to allotment holders	H	Discussions with Savills (representing Exeter Diocese) Consideration of purchasing the land Consideration of giving the management of the allotments back to Exeter Diocese	
Open Spaces	Damage/Vandalism	M	Regular inspections and reports to the Council Clear reporting channel	

Topic	Risk	H/M/L	Management or risk (mitigating factors)	Review/Assess/Revise
	Trees	M	Regular inspections at intervals Commissioning recommended works in a timely manner	
	Condition of land	M	Maintenance programme Grounds maintenance programme	
Play Area	Damage/ Vandalism/ rubbish	H	Regular visual checks Weekly inspections identifying defects and remedial action required Regular reports to the Council identifying any issues Annual independent inspections to RoSPA standard	
	Trees	M	Regular inspections at intervals Commissioning recommended works in a timely manner	
	Personal Injury	H	Regular visual checks and weekly inspections Annual independent inspections to RoSPA standard Removal or cordoning off any pieces of equipment requiring repair Adequate insurance coverage	
Parish Car Park	Facilities not maintained	M	Use of contractor for keeping the car park in a good state of order	
	Damage/ Vandalism/ rubbish	M	Regular inspections and reports to the Council Clear reporting channel	
	Personal Injury	M	Clear lined spaced for vehicles Signage installed highlighting dangers Adequate insurance cover	
Local Government Reorganisation (LGR)	The asset or service may be lost if the Parish Council decides not to take it on and the Unitary / County / District may stop providing it.	H	Keep up to date with what is happening with regards to Local Government Reorganisation. Engage in discussions with the Unitary / County / District councils to ascertain if it	

Topic	Risk	H/M/L	Management or risk (mitigating factors)	Review/Assess/Revise
Asset transfer from Unitary / County / District Councils to the Parish Council	Unlikely to receive appropriate funding from Unitary / County / District to run additional services so the precept would likely increase	H	would be beneficial to local people for the Parish Council to take on additional services. Engage with local people to get their views (especially if the service is likely to be lost if not taken on by the Parish Council or if the Precept will likely increase) Consider allocating funding to a specific Ear Marked Reserve for LGR when setting the 2026/27 and 2027/28 budgets	
Neighbourhood Plan	Neighbourhood Plan is not completed promptly, doesn't meet regulations and guidance and isn't robust in planning terms	M	Work with the Neighbourhood Planning Officer / Team at EDDC to ensure that the Whimple Neighbourhood Plan meets regulations and guidance and is robust in planning terms	

**WHIMPLE PARISH COUNCIL
APPOINTMENT OF AN INTERNAL AUDITOR FOR THE 2025/26 ANNUAL
GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**

Introduction

Whimple Parish Council has had its annual Internal Audit carried out by Mr Tom Hobson for a number of years. Whimple is the only Parish Council audited by Mr Hobson and he has now given notice that he no longer wishes to continue as the Council's Internal Auditor.

As a result of this the Council needs to appoint a new Internal Audit to audit the Annual Governance and Accountability Return (AGAR) for the 2025/26 financial year onwards.

The Parish Clerk contacted a number of Internal Audit firms through the Internal Audit Forum website as well as recommendations from other Parish Councils.

Proposals and quotations

To avoid going into confidential session and to be as transparent as possible, the suppliers are listed as Suppliers 1 to 6 and listed below with a summary of the price and details of the audit approach. If Councillors wish to discuss the quotes in more detail, it is recommended that a resolution is passed to move into confidential session by excluding the press and public.

Supplier 1

2025/26 - fixed fee of £1,140.00 plus VAT, based on 3 days @ £380.00 per day plus VAT. The quoted fee is inclusive of all travel and disbursements.

If any additional services were commissioned, the fee would be agreed in advance, based on the above £380.00 plus VAT per day.

If the council wished to enter into a three year contract the following fees can be offered:

2026/27 financial year; a day rate of £390.00 plus VAT

2027/28 financial year; a day rate of £400.00 plus VAT.

Audit approach proposed is an Interim onsite visit in October or November 2025 to gain an understanding of your organisational, governance, risk management structure and key processes. A final audit would be undertaken in April or May 2026 to complete the annual programme of work and prepared the Annual Internal Audit Report. Again, our preference would be initial preparation off site and then a day on site to undertake the detailed fieldwork and testing.

Supplier 2

Thanked the Council for contacting them but are unable to take on any new clients at this time

Supplier 3

Estimated fee for the 2025/26 financial year audit will be £371 per day + VAT for and it is anticipated this work usually takes two to three days.

As a not for profit organisation if the time taken is less than three days, we will adjust our invoice accordingly.

We will submit our invoice on completion of the work, AGAR, and provide you with our confirmation report/letter.

If any extension of our services is requested, we will discuss our fee arrangements at that time and a separate engagement letter will be provided. Such services would be invoiced separately.

Supplier 4

Pricing for internal audits for the financial year commencing 1 April 2025 is as follows:

- Precept below £1 million - £75 per hour + VAT
- Precept £1 million and above - £85 per hour + VAT
- Travel costs (for on-site visits) are billed at the standard HMRC rate of 45p per mile
- No charges for travel time

We offer one-year and three-year engagement periods. If you commit to a three-year term, we guarantee that your hourly rate will remain fixed for the full duration of the agreement.

We generally carry out two audits per year as standard:

- Interim Audit: Focuses on governance and accountability, including procedural aspects such as Financial Regulations, Standing Orders, risk assessments, internal control systems, and policies.
- Final Audit: Concentrates on financial matters, including verification of the Annual Governance and Accountability Return (AGAR) and all supporting documentation for submission to external auditors.

This two-stage approach allows councils to identify and address weaknesses before the final internal audit report is completed.

Supplier 5

Cost for 2025/26 Internal Audit is £225 (no VAT)

Audit would be at the year end

Can be carried out remotely or on site

Supplier 6

Fees based on precept or projected income and expenditure - whichever is highest.

Precept / Income or Expenditure	Fees 2026
Under £25,000	£70.00
£25,001 - £100,000	£85.00
£100,001 & above	£95.00

The above fees are on the understanding that all requests for documents and responses to my internal audit checklist are provided by the council within the required timescales.

Additional Charges

Late submission of documents, including the AGAR (no later than 31 May)

£45.00 surcharge

Mileage

£0.45 per mile

Additional meetings

£35.00 per hour

Payment is required on invoice once the work is completed.

Audit would be at the year end.

WHIMPLE PARISH COUNCIL BUSINESS PLAN PRIORITIES FOR 2026/2027

Core Aims:

1. Responding to development in Whimple
2. Providing public services, facilities and open spaces in a more sustainable way
3. Building and maintaining relationships with statutory agencies, local community organisations and groups, and the public.
4. Building and maintaining relationships with local taxpayers and the general public to improve local democracy
5. Delivering a well run Council which ensures value for money for local taxpayers
6. Lobbying and challenging appropriate organisations on matters of importance to local people

In the 2026/2027 Municipal Year we will meet our core aims through:

Responding to development in Whimple

- Completing the Whimple Neighbourhood Plan
- Continuing to make comments on all planning applications and developments which fall within, and impact upon, Whimple.
- Responding to statutory planning documents such as The East Devon District Council (EDDC) Local Plan and associated strategic planning documents
- Continuing to lobby EDDC on behalf of local people in relation to development in the village

Providing public services, facilities and open spaces in a more sustainable way

- Provision of a new Play Area in the Parish Field in Spring 2026
- Provision of a goal mouth in the Parish Field in Spring 2026
- Delivery of the Town Lane project to turn it into a community mindfulness garden
- Continuously review the effective use of all council assets
- Maintaining the areas of open space for which it is responsible, through a Grounds Maintenance contractor
- Maintaining and improving local footpaths, working in conjunction with Devon County Council
- Maintaining and improving the visual appearance of the parish, working with partners to ensure the village is clean, tidy and well maintained
- Continuing provision of Allotments
- Liaising with East Devon District Council and Devon County Council regarding asset transfer arising from Local Government Reorganisation

Building and maintaining relationships with statutory agencies, local community organisations and groups

- Providing councillor representation on the various outside bodies with the parish (as requested) as well as on those of a wider District and County level
- Continuing to invite the East Devon District Councillor to all Whimple Parish Council meetings

- Continuing to invite the Devon County Councillor to all Whimble Parish Council meetings
- Feedback any matters of concern to EDDC and/or DCC through the appropriate elected representative(s)
- Providing a Council response to consultations where appropriate
- Representing the views of the community at every opportunity

Building and maintaining relationships with local taxpayers and the general public to improve local democracy

- Ensuring that Full Council meets and provide the opportunity to members of the public and press to attend and participate, in line with government legislation
- Continuing to provide an up-to-date council website detailing all the latest information regarding the workings of the Council
- Continuing to post information on the Noticeboard in The Square
- Continuing to post information and provide regular updates on Facebook – both the Council page and Whimble What's On page
- Organising an Annual Parish Meeting in line with government guidance and legislation.

Delivering a well-run Council which ensures value for money for local taxpayers

- Operating efficiently within agreed budgets
- Regular monitoring of the Council's financial position
- Ensuring the best interest rates for savings accounts
- Holding money for specific project in Earmarked Reserves
- Reclaiming VAT as soon as possible after the year end
- Managing risks effectively – having a Risk Management Strategy and quarterly review of the Council's risk assessment
- Quarterly monitoring of the Council's internal control system
- Regularly reviewing contracts to ensure value for money for local taxpayers
- Following statutory guidance and having both an internal and external audit on the Council's Annual Governance and Accountability Return (AGAR)
- Having up to date Standing Orders, Financial Regulations, Procurement Regulations and other policies and procedures

Lobbying and challenging appropriate organisations on matters of importance to local people

- Considering, investigating and responding to issues identified by the community and, if appropriate, signposting to the correct person/organisation for resolution/further progression
- Lobbying and challenging appropriate organisations on matters of importance to local people
- Lobbying and challenging appropriate organisations regarding Local Government Reorganisation in Devon, ensuring that