



GRANT FEEDBACK FORM

Name of group/organisation/charity OCKMENT CENTRE

Amount awarded £5,000-00 Date of award 15-2-22

Please explain below how the grant has been spent and how the award has benefited

- a) your organisation or group
- b) all or part of Okehampton and/or some or all of its residents

The award goes towards the Ockment Centre reception staffing. It helps us ensure when the centre is open there is always a friendly helpful welcome. We have a wide local knowledge of information and are able to signpost local residents to the best services to meet their needs. Since covid people really appreciate just having someone to chat and connect with when making an enquiry or visiting.

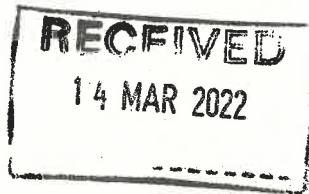
Supporting documents such as accounts and receipts should be included. Further evidence eg photographs (in suitable format for inclusion on Okehampton Town Council website) would be appreciated.

Please note the feedback form to be completed 8 weeks after the completion of the project or, in any event, within 12 months of receipt of the grant. Future applications will only be considered if feedback for previously awarded grants has been received.

Okehampton Town Council, Town Hall, Fore Street, Okehampton EX20 1AA

01837 53179 townclerk@okehampton.gov.uk

The information that you provide will be held by Okehampton Town Council and used for the purpose of the administration of this grant. We will keep the information for the period of time as set out in the Council's Document Retention Policy. The information will be held securely and not be disclosed to anyone or used for any other purpose without your permission. On expiration of the retention period the information will be destroyed in a secure manner. Policies about how the Council will protect your privacy are available at www.okehampton.gov.uk/documents or by contacting the Council on 01837 53179



Friends of Okehampton Library

[REDACTED]
Okehampton
EX20 [REDACTED]

11th March 2022

The Town Council
Okehampton Town Council
Town Hall
Okehampton EX20 1AA

Dear Sirs,

On behalf of Friends of Okehampton Library I would like to thank you for approving our grant request in the amount of £370.48.

Although our fund raising efforts are ongoing they have been severely restricted for the past two years so your financial support is greatly appreciated.

We confirm that we would like to arrange a presentation of the cheque, preferably at the library, and to this end we will contact Abi Horn as suggested in your letter of 8th March 2022.

Thank you again for your valuable help in supporting this library project.

Yours faithfully,

[REDACTED]
David Shipway-Friends of Okehampton Library

Email [REDACTED]

Tel; [REDACTED]

**Okehampton Town Council
Policy & Resources Meeting 11th April 2022
Meeting Report**

Date:	4 th April 2022
Name:	Emma James

The Queen's Platinum Jubilee – To consider recommendations from the working group

- a) To purchase 200 each of two sizes of refillable bottles at a cost of £1,576 for the large ones and £1,142 for the smaller size.

The bottles to be sold at a subsidised cost of £5 and £4 respectively. Assuming they all sell, the cost to the Council would be £918. This is subject to the agreement of Okehampton Hamlets Parish Council whose logo is also on the bottle.



- b) To provide tea/coffee and cream teas on Saturday 4th June for a charge of £2. The purchase cost has yet to be ascertained.
- c) To print 100 copies of a hardbacked limited edition commemorative brochure to be sold at £5. The cost of printing being £900. Assuming they all sell, the cost to the Council being £400.



Okehampton Town Council

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Internal Control Statement

Introduction

Okehampton Town Council (the Council) is a local authority funded largely by public money. The Council is responsible for ensuring its financial business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and includes arrangements for the management of risk.

The Council is required to review at least annually the effectiveness of its system of financial control. This is informed by the work of the internal auditor and Policy and Resources Committee, who have responsibility for the development and maintenance of the internal audit environment, and also any comments made by the external auditors in their annual report.

The Purpose of the System of Internal Control

The Council's system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure. It cannot provide an absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to policies, aims and objectives, to evaluate the likelihood of those risks being realised, the impact should they be realised, and to manage them effectively and economically.

The system of internal control accords with the practices set out in the most recent version of the Governance and Accountability in Local Councils: A Practitioners' Guide.

The Internal Control Environment

The Council has adopted Financial Regulations which set parameters for the Council's financial operations. The Council has appointed the Town Clerk as the Responsible Financial Officer (RFO) who implements financial systems and controls.

The Council uses Omega Financial software (supported by RBS Software Solutions) to process transactions and monitor performance against budget. Payroll is undertaken in-house. Banking services are provided by Nationwide, National Westminster and Lloyds Banks, with the Lloyds account being the primary one.

An independent internal audit service is provided by IAC Audit & Consultancy Ltd and the Council's internal monitoring is undertaken by the Policy and Resources Committee. Monthly audits of bank reconciliations, online BACS payments and those made by debit card are undertaken by a nominated Councillor. The Town Clerk undertakes quarterly checks including invoicing, petty cash, parking permit sales and the use of the fuel card.

Any issues raised by the Internal Auditor, nominated Councillor or Clerk are reported to the Council and agreed actions are monitored to ensure that they have been carried out and actioned within agreed timescales. Additionally, the Council seeks and receives appropriate property, legal, insurance and health and safety advice as appropriate to manage risk.

The Council is responsible for:

- Establishing and monitoring the achievements of the authority's objectives
- The facilitation of policy and decision making
- Ensuring compliance with established policies, procedures, laws and regulations
- Identification and management of risk
- Ensuring that best value and value for money are achieved in all purchases
- Ensuring all committees receive regular and up to date reports on financial activities under their direction
- Ensuring performance is regularly monitored against financial and operational budgets
- Control and reports on the financial management of the Council

Review of Effectiveness

The Council through the RFO has responsibility for conducting a review of the effectiveness of the system of internal control and the internal audit process.

The review of the effectiveness of the system of internal control is monitored by:

- The work of officers within the Council reporting to the RFO
- The Town Clerk is the Council's RFO who acts as the Council's legal advisor and administrator. The Clerk is responsible for administering the Council's finances, for advising on compliance with laws and regulations which the Council is subject to, and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.
- Those elected members of the Policy and Resources Committee have particular responsibilities within this area. The committee generally meets on a monthly basis. Members of the committee monitor financial systems and procedures, budgetary control and carry out regular reviews of financial matters. Minutes of the committee meetings are circulated to all members of the Council and are accepted by full Council at meetings,
- A Councillor is nominated annually at a meeting of the full Council to undertake quarterly checks of BACS payments, bank reconciliations and debit card spend.
- The work of the Internal Auditor, an independent person specialising in local council matters, reports to the Council on the adequacy of its records, procedures, systems, internal control and risk management.
- The External Auditors in their annual report.

Any concerns about the effectiveness of the system of internal control are investigated and action taken as appropriate.