

Annual Internal Audit Report 2024/25

LYDD TOWN COUNCIL

www.lyddtowncouncil.gov.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

28/01/2025 17/04/2025 01/05/2025

Name of person who carried out the internal audit

LIONEL ROBBINS

Signature of person who carried out the internal audit



Date

01/05/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

**LYDD TOWN COUNCIL
INTERNAL AUDIT REPORT 2024-25**

I am pleased to report to Members of the Town Council that I have carried out an internal audit of the Town Council's records for 2024-25 and have been able to complete the Annual Internal Audit Report for the 2024-25 Annual Governance and Accountability Return

Members should be aware that the audit tests that I undertook during the audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Town Council's internal control procedures.

As a result of my audit and my discussion with your Clerk I was able to answer 'YES' to the relevant questions contained in the Annual Internal Audit Report for 2024-25.

I would like to take this opportunity to thank your officers for the assistance given to me in the conduct of the audit that took place on 28 January, 17 April and 1 May 2025.

PREVIOUS AUDITS:**External Audit Certificate 2023-24:**

Mazars issued their completion certificate on 26 September 2024. It was without qualification but had comments, one of which was a recommendation for annual review of Standing Orders. The Council considered the auditor's report and certificate on 4 November 2024 rejecting in part the auditor's recommendation.

I agree with the Council's viewpoint that Standing Orders, where they exist, should be reviewed from time to time but not annually. The Council has reviewed its Standing Orders during 2024 and I would not expect any review in 2025-26 other than to see if the changes made in 2024 were effective.

Internal Audit 2023-24:

I note that the Council reviewed and amended its small grants policy in July 2024. I intend to look at the operation of the amended policy as part of 2025-26 audit work.

NOTES FROM THIS VISIT:

During the audit I carried out sufficient work to enable me to complete the Annual Internal Audit Report. I concentrated on the trail from the annual accounting statement back to the receipts & payments A/c and bank statements while testing transactions to invoices or other supporting documentation. I have also reviewed the Council's minutes for compliance with legal obligations, its general functioning and for mutual consistency with the accounts.

The financial year 2024-25 was the third in succession where the Council's turnover (higher of receipts or payments) had exceeded £200,000 and this has triggered a compulsory change from Receipts & Payments A/cs to Income & Expenditure A/cs. This change required both 2023-24 and 2024-25 to be restated into Income & Expenditure based accounting.

The Council has now adopted the Scribe accounting package which will, among other things, handle Income & Expenditure accounting for the annual returns with little effort.

I found the financial records to be accurate and up to date. I found nothing in the minutes to indicate any issues around legal obligations, the council's actions or its general functioning.

**LYDD TOWN COUNCIL
INTERNAL AUDIT REPORT 2024-25**

I have nothing further to report.

Lionel Robbins
Independent Internal Auditor
5 May 2025

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

LYDD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		Yes ¹ means that this authority:
	Yes	No ²	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year and if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chair and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chair

Clerk

www.lyddtowncouncil.gov.uk

Section 2 – Accounting Statements 2024/25 for

LYDD TOWN COUNCIL

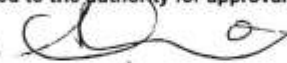
RESTARTED

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	129,873	46,570	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	159,000	178,900	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	45,121	28,480	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	107,264	120,838	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	180,070	99,965	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	46,570	33,147	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	43,767	36,536	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,297,336	1,290,064	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval


Date 07/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column "31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete all boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Lydd Town Council

County area (local councils and parish meetings only): Kent

Financial year ending 31 March 2025

Prepared by (Name and Role): Caroline Livesey, Finance Officer

Date: 16/04/2025

		£	£
Balance per bank statements as at 31/3/25:			
Lloyds Banking Group - Current Acct	00731251	13,912.42	
Lloyds Banking Group - Reserve Acct	07746475	27,148.33	
		41,060.75	

Petty cash float (if applicable) -

Less: any unpresented cheques as at 31/3/25 (enter these as negative numbers)

4956 - 102.00
 4957 - 30.00
 4958 - 30.00
 5032 - 50.00
 5042 - 151.20
 5045 - 1,976.60
 5046 - 2,184.73

(4,524.53)

Add: any un-banked cash as at 31/3/25

Net balances as at 31/3/25 (Box 8) 36,536.22

LLOYDS BANK 

RECEIVED
24 MAR 2025

012588 PD0EAG2-20250315-00318-001-49
LYDD TOWN COUNCIL
MS A ALEXANDER
13 HIGH STREET
LYDD
ROMNEY MARSH
KENT
TN29 9AF

36700 C

Your account statement
Issue date: 14 March 2025
Write to us at: PO Box 1000, Andover, BX1 1LT
Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)
Visit us online: www.lloydsbank.com
Your branch: ASHFORD (309028)
Sort code: 30-90-28 Account number: 07746475
BIC: LOYDGB21138
IBAN: GB69 LOYD 3090 2807 7464 75



COMM INST ACCESS
LYDD TOWN COUNCIL

Our records indicate that your business is not eligible for FSCS deposit protection.
Further details can be found on the Useful Information page.

Account summary

Balance On 14 Feb 2025	£27,127.52
Total Paid In	£20.81
Total Paid Out	£0.00
Balance On 10 Mar 2025	£27,148.33

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
14 Feb 25		STATEMENT OPENING BALANCE			27,127.52
10 Mar 25		INTEREST (GROSS)	20.81		27,148.33
10 Mar 25		STATEMENT CLOSING BALANCE	20.81	0.00	27,148.33

PNCFODW3100000

100901258800010002



Your account statement

Issue date: 4 April 2025

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: ASHFORD (309028)

Sort code: 30-90-28 Account number: 00731251

BIC: LOYDGB21138

IBAN: GB90 LOYD 3090 2800 7312 51

001638 PD0E/A02-20250405-19873-001600
LYDD TOWN COUNCIL
MS A ALEXANDER
13 HIGH STREET
LYDD
ROMNEY MARSH
KENT
TN29 9AF



36700 C



BUSINESS ACCOUNT

LYDD TOWN COUNCIL

Our records indicate that your business is not eligible for FSCS deposit protection.

Further details can be found on the Useful Information page.

Account summary

Balance On 28 Mar 2025	£13,971.42
Total Paid in	£91,318.74
Total Paid Out	£399.48
Balance On 04 Apr 2025	£104,890.68

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
28 Mar 25		STATEMENT OPENING BALANCE			13,971.42
31 Mar 25	BGC	FSTONE HYTHE DC	1.00		13,972.42
31 Mar 25	CHQ	005037		60.00	13,912.42 13,912.42 *
01 Apr 25	DD	SCOTTISH WATER BUS 27400223		6.98	13,905.44
01 Apr 25	DD	FSTONE HYTHE DC 6826592		230.40	13,675.04
02 Apr 25	FPI	STRIPE PAYMENTS UK STRIPE XP5907928589193987 185008 10 02APR25 09:46	5.58		13,680.62
03 Apr 25	BGC	FSTONE HYTHE DC	89,501.00		103,181.62
03 Apr 25	FPI	STRIPE PAYMENTS UK STRIPE XP8769296216891702 185008 10 03APR25 09:54	11.16		103,192.78
03 Apr 25	FPI	NICE WORK 25/0001 609747615371304001 404437 10 03APR25 17:35	1,800.00		104,992.78
04 Apr 25	CHQ	004956		102.10	104,890.68
04 Apr 25		STATEMENT CLOSING BALANCE	91,318.74	399.48	104,890.68

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

BGC - Bank Giro Credit

CHQ - Cheque

DD - Direct Debit

FPI - Faster Payment

Attachment 3.1

Local council name:

LYDD TOWN COUNCIL

Notice of appointment of date for the exercise of public rights**Accounts for the year ended 31st March 2025**

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: _____ Tuesday 3rd June 2025 _____ (a)</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2025 these documents will be available on reasonable notice on application to:</p> <p>(c) Angela Alexander, Town Clerk Lydd Town Council 13 High Street, Lydd, TN29 9AF.</p> <p>commencing on (c) 4th June 2025</p> <p>and ending on (d) 15th July 2025</p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"> the opportunity to question the auditor about the accounts; and the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f). <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by:</p> <p>Forvis Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF Email: local.councils@mazars.co.uk</p> <p>5. This announcement is made by (e)) Angela Alexander, Clerk/RFO</p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c)And (d)The inspection period must be 30 working days in total and commence no later than 1 July 2025.</p> <p>(e) Insert name and position of person placing the notice</p>
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LYDD TOWN COUNCIL**Timetable of Meetings 2025-26****Meetings are held on Monday**

Month	Council	Planning	Buildings and Amenities	Personnel	Annual Town Meeting	Lydd in Bloom Lydd in Lights Band Concert Small grants Bursary
Clerk	Town Clerk	Planning Clerk	Town Clerk	Town Clerk	Town Clerk	Town Clerk
2025						
April		7 th 6pm			28 th Annual Town Meeting 7pm	23 rd Bursary Panel
May	12 th Council/AGM Mayor Making 12 noon	19 th 6pm				
June		2 nd 6 pm		23 rd 6.30pm		
July	7 th Council 7pm	7 th 6pm				
August	No meetings	No meetings*	No meetings	No meetings		
September	1 st Council 7pm	1 st 6 pm	29 th 6.30pm			22 nd Bloom
October		6 th 6 pm		20 th 6.30pm		
November	3 rd Council including Budget setting 7pm	3 rd 6 pm				
December		1 st 6pm				6 th or 12 th Band 15 th Lights
2026						
January	12 th Council including Precept & Allotments 7pm	12 th 6 pm	27th 26 th 6.30pm			
February		2 nd 6pm		24th 23 rd 6.30		24 th 6pm small grants
March	2 nd 7pm	2 nd 6 pm				
April		13 th 6pm			27 th 7pm	
May	18 th Council Annual Meeting & Mayor Making			11 th 6.30pm		

*August Planning meeting * – extensions requested where possible or applications considered under delegated authority.*

Considered by Personnel Committee on 17th February 2025

Updated following further considerations Personnel Committee 14th April 2025