

## **DITTISHAM PARISH COUNCIL**

### **Incorporating the Hamlet of Capton and the Manors of Bozomzeal and Coombe**

#### **Clerk's Report**

#### **Subject: 2018 19 Annual Governance Statement**

##### Discussion

While there has been no financial impropriety or loss of funds, issues have been identified by the Clerk and the Internal Auditor with the financial management in 2018/19:

- Car park machine receipts were not banked promptly.
- Monitoring and reporting of the car park receipts did not detect and correct this issue promptly.
- The monthly reporting of machine and RingGo receipts was not complete, clear and accurate.

Systemic Factors contributing to these errors:

- Loss of the NatWest branch in Dartmouth.
- Increased complexity of the car park finances with the addition of The Level Car Park and RingGo payments in 2017.
- Insufficient Clerk hours allocation to adequately carry out all tasks.

It is therefore suggested that questions 1 and 2 on the Statement are answered 'No'.

##### Rectification

1. It is recommended the Car Park Supervisor banks receipts every two weeks between April and September inclusive. They are agreeable to this.
2. Payment of two hours work (rate to be agreed) and a £0.80 car park charge to bank in Newton Abbott. This charge would be less if Lloyds Totnes is willing to take the cash – when the new account is open.
3. The Car Park Supervisor's contract to be updated to reflect the agreed changes.
4. A new spreadsheet has been created to record RingGo receipts.
5. There is already a spreadsheet to record car park ticket machine receipts. The machines' cumulative totals are reconciled with money banked.
6. RingGo and Machine receipts will be reported as a year to date total on the Receipts spreadsheet.
7. The group assessing the Clerk's hours will report in July. The interim recommendation is to increase core hours from 11.25 to 16 hours per week.
8. Consideration will be given to car park finances being specifically monitored by the Car Park Working Group.
9. The Internal Auditor will do an extra review in July 2019 to confirm that the processes have been implanted and are effective.