



ILMINSTER TOWN COUNCIL

Invitation to submit a Quotation

Internal Audit Services

1 February 2021

Hayley White,
Town Clerk,
Ilminster Town Council,
Council Offices,
North Street,
Ilminster,
Somerset,
TA19 0DG

Tel: 01460 52149
Email: town.clerk@ilminster.gov.uk

Iminster Town Council Internal Audit Services

Introduction

This is an invitation to submit a quotation to provide internal audit services to Iminster Town Council. The purpose of this invitation is to provide you with information to enable you to respond with a quotation capable of acceptance.

Instructions for submitting quotations

1. Service providers will be held to have fully informed and satisfied themselves by their own independent observations and enquiries as to the nature, extent and practicality of the service, and all other points which can in any way affect the prices inserted in the quotation response.
2. The quotation response must be completed in ink or typescript and signed by the contractor
3. All contract documents, whether a quotation is submitted or not, remain the property of Iminster Town Council and shall be treated as private and confidential.
4. Quotations shall remain open for acceptance for a period of **90 days** after the latest date for submission.
5. Iminster Town Council will not be responsible for or pay any expenses or losses which the contractor may incur in the preparation of their quotation.
6. Quotations are to be returned to: Hayley White, Town Clerk, Iminster Town Council, Council Offices, Iminster, Somerset, TA19 0DG
By no later than 12 February 2021

Note: Iminster Town Council is not obliged to accept any quotation or to enter into any contract whatsoever as a result of the quotation invitation.

Background and Relevant Information

- Iminster is situated in the District Council area of South Somerset.
- The 2011 census gives a population of 5,808
- There are approx 2,700 households in Iminster.
- The 2020/21 precept was £335,245 and we expect the same for 2021/22
- The Town Council has 15 Councillors (currently 14 Councillors in post and 1 vacancy)
- There are 6 members of staff – 3 full time staff in the Office Team and 3 full time in the Open Spaces Team
- The Town Council and Planning, Highways and Transport Committee now have a monthly meeting cycle and the 2 main committees –Open Spaces and Resources meet every 2 months. The Discipline Grievance and Capability Committee and the Appeals Committee only meet should the need arise.
- The Town Council is currently insured with Came & Company Local Council Insurance

- The Town Council has no outstanding loans to repay, neither are there any outstanding loans repayable to the Town Council.
- The Town Council has 2 bank accounts and 1 investment account
- During the course of a month the Council pay by BACS and direct debits and occasionally use a credit card
- In the current financial year, the Town Council have started a major playpark refurbishment project
- The Town Council currently uses AdvantEdge software
- Salaries are calculated by the Town Council but payroll is contracted out
- The Council is part of the Local Government Pension Scheme (LGPS) Somerset Pension Fund
- Information about the Town Council can be found on the website www.ilminster.gov.uk

The Services Required

- Internal Audit Services in accordance with the guidance described in “Governance and Accountability for Local Councils, A Practitioners Guide” including the following topic areas:
 - Review of accounting arrangements and bank reconciliations
 - Review of Corporate Governance
 - Review of Expenditure
 - Assessment and Management of Risk
 - Budgetary Control and Reserves
 - Review of income
 - Petty Cash Account
 - Salaries
 - Asset Registers
 - Year end procedures
- Preparation of an annual report on the Town Council’s internal control procedures and interim reports as agreed
- Audit and report on specific compliance issues as agreed with the Town Clerk
- Initial audit of the Town Council’s Annual Statement of Accounts (including the Annual Governance Statement)
- Technical advice, support and guidance on issues of accounting and compliance

As a general guide, the volume of internal audit work is anticipated to be approximately 21 - 35 hours per year.

Criteria

Ideally, we would like a qualified accountant (CIPFA preferably), or auditor (IIA preferably) to provide the services described above.

The following criteria will be used to assist in the evaluation of responses:

- Competitive and transparent pricing
- Capability to deliver the service (qualifications and experience)
- Ability to meet the Town Council’s requirements

- Flexibility and adaptability to meet any change in requirements
- A demonstrable knowledge of local council finance
- A demonstrable understanding of local council decision making processes

Timetable

12 February 2021	Council receives the quote
23 February 2021	Council make decision on acceptance of quotation
1 March 2021	Agreement starts

Agreement Duration

Ilminster Town Council intends that the agreement term should initially be for 12 months with an option to extend, by mutual agreement, for further 12 month periods. The maximum cumulative agreement duration will not exceed 3 years (i.e. the original 12 month period plus 2 agreement extensions)

Payment

Payment will be within 28 days of receipt of invoice subject to agreement of the account by the Town Council.

Quotation Responses

Responses should be made on the attached form and include:

- Service Provider Name
- A statement of the professional qualifications, knowledge and experience of the team that would be working with the Town Council
- A statement of the proposed charges, at an hourly rate
- A declaration of any relationship or potential conflict of interest with Ilminster Town Council
- Your organisations details
- The name and contact details of the primary point of contact between your organisation and Ilminster Town Council
- The names of 2 organisations and contact details of a person within the organisation whom we can contact for references; these should preferably be where you have undertaken work similar to that required by this Town Council.
- The response must be signed and dated

FORM OF QUOTATION

Closing Date: 12 February 2021

To: Town Clerk
Ilminster Town Council
Council Offices
North Street
Ilminster
Somerset
TA19 0DG

SHORT DESCRIPTION OF SERVICE: Internal Audit

1. **Service Provider Name:** SWAP Internal Audit Services

2. **Name, contact details and job title of the primary point of contact between your organisation and Ilminster Town Council**
 - a. **Name:** Kristian Hawkes
 - b. **Email:** kristian.hawkes@swapaudit.co.uk
 - c. **Phone:** 07732 688 820
 - d. **Job title:** Senior Auditor

3. **Statement of the professional qualifications, knowledge and experience of the team that would be working with the Town Council**

SWAP has prepared the Annual Return for the Council for several years now, with Kristian completing the work for the last 2 years. We therefore have experience working with Ilminster Town Council and in auditing the Annual Return.

SWAP is dedicated to providing the highest standard of work and have committed to training our staff to a professional standard. We hold Corporate Membership for all of our employees with the Institute of Internal Auditors, to ensure they remain up-to-date with developments in the field.

Kristian is a Certified Internal Auditor with the Institute of Internal Auditors UK and Ireland (IIA) and has been with SWAP, working for local authorities for the last 5 years.

SWAP has a robust quality and review process which means Kristian's work would be overseen by Moya Moore, Assistant Director. She holds the QIAL (Qualified Internal Audit Leader) qualification and is a Chartered Internal Auditor (CMIIA) and a Chartered Accountant (ACA).

Within the wider SWAP team, Laura Wickes and Angie Hooper have previously worked with Ilminster Town Council and would be available to help with cover arrangements if required.

We also have a specialist counter fraud and IT team who would be available to provide additional advice and support if needed.

We are accustomed to providing audit services across a broad range of areas, including finance, governance, risk management, contract and procurement audit, IT audit, asset and people management, and project management. We pride ourselves in offering our staff a breadth of work so that they have experience in a wide variety of areas across a range of organisations.

4. Statement of the proposed charges, at an hourly rate

Hourly rate is £50 per hour, daily rate is £370 +VAT.

5. Declaration of any relationship or potential conflict of interest with Ilminster Town Council

We are not aware of any conflicts of interest.

Reference Contact 1:

- Contact Name: Ian Milne, Finance & Business Manager
- Weymouth Town Council
- Email Address: IanMilne@weymouthtowncouncil.gov.uk

Reference Contact 2:

- Contact Name: Janine Gardner.
- Cranbrook Town Council.
- Email Address: clerk@cranbrooktowncouncil.gov.uk

Signature: Moya Moore Date: 1 February 2021

Name: Moya Moore

Organisation Name: SWAP Internal Audit Services

Position Within Organisation: Assistant Director

Address: Abbey Manor Business Centre

Preston Road

Yeovil

BA20 2EN

Tel No: 020 8142 5030