

Little Waldingfield Parish Council

From: "Little Waldingfield Parish Council" <clerk.littlewalingfieldpc@hotmail.co.uk>
Date: 05 July 2018 11:21
To: "Councillors @ LWPC" <clerk.littlewalingfieldpc@hotmail.co.uk>
Subject: LWPC 1718 Internal Audit Report Response & Action Plan

Dear All

The following one recommendation and three other points were raised by Heelis & Lodge following the internal audit carried out at the end of 2017/18:

(REC1) The Risk Assessment should be reviewed by councillors during each financial year.

At the time of my appointment, it had been mistakenly believed that a Risk Assessment had been reviewed earlier in 2017/18. However, it is appreciated that this had actually taken place during the previous period on 21 March 2017. Members will review the next Risk Assessment at the meeting in September 2018.

(OTH1) It is advised that General Data Protection Regulations should form part of the Council's Risk Assessment.

Members will review the next Risk Assessment, including any amendments relating to GDPR, at the meeting in September 2018.

(OTH2) There is fidelity cover of £25,000 which is just below the recommended guidelines of year end balances plus 50% of the precept.

Minimum fidelity cover of £25,350 has therefore been calculated. Members will review the Council's annual insurance cover, including any amendments relating to fidelity cover, at the meeting in September 2018.

(OTH3) Smaller councils should publish minutes, agendas and meeting papers of formal meetings on their web site under the Transparency Code. Meeting papers were not published for recent meetings.

It is noted that a recommendation has not been made. The Parish Clerk confirmed at the Council's meeting on 8 March 2018 that he had polled parish clerks at a recent training session to determine whether supporting papers were also being made available on their council's web site. Following a trend by the majority, Members agreed to make no changes to the approach taken since my appointment. For the reader's information, a similar approach was taken with my three other parish councils with no comment being made by the internal auditor. No further action is therefore planned in 2018/19.

Consideration of this response and action plan will be included on the agenda of the Council's meeting in July 2018. A review of the progress made will then be included in March 2019.

Regards

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