

## **Little Waldingfield Parish Council**

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**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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**Parish Clerk**  
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