Priority	Audit Comment	Action required	Comment	Target Date	Status	Completion Date
	The Risk Management Assessment is adequate. However, the Council should review and update it annually using the JPAG recommendations (2021 version - starting at 5.89 and criteria 5.91) and publish it on the website.	Continue risk assessments annually.	The Risk Assessment is reviewed annually and is already on the web site (Finance Section). It has already been amended to JPAG standard		Completed	Completed for 2022
	Ensure that the Clerk's salary is minuted annually.	Add full details of agreed salary review to minutes			Completed	Completed for 2022
2	Asset Controls - all Deeds and Titles established and shown on register?	All Deeds and Titles to be Registered.	In progress of acquiring the outstanding documentation. Some are included. Other Deeds and Titles are still to be established and shown on the Register.	01/12/2022	In Progress	
	Accompanying documents for meetings could be included on the website.	Consider website document publications for availability and access by the Public	It is the Council's decision only to issue official documents and financial information and particularly not correspondence or personal information relating to parishioners. All documentation is available from the Clerk under FOI.	N/A	N/A	N/A
1	Exercise of Public Rights	The notice is posted on the noticeboard, published in the Finance section of the website, and that the dates are noted and Minuted prior to publication.	Dates not minuted this year (2022) but will be included next year	01/06/2023		
1	Compliance with the Transparency Act	Include the full Internal Audit Report on the website.	This will be done along with the response to the actions and points raised once these are agreed	01/10/2022		
	Minutes and agenda on web site	Consider Notes of Meeting availability by the Public	It is Council policy to hold a rolling 12 months on the web site. Copies of older minutes are available from the Clerk. In 4 years there has only been one request for older minutes.	N/A	N/A	N/A
2	Council should complete a review of effectiveness	Review effectiveness	This will be done during this Financial year	31/03/2023		
1	Clerk and the Councillors should be encouraged to take up the training offered by the local County Association and SLCC to increase their knowledge and expand the Clerk's professional development.	Review training attendance as courses are available	All notifications of available courses are given consideration. Training will be undertaken when courses are available either online or within a reasonable travelling distance. The Clerk and some Councillors have enrolled on courses that have either been	Ongoing		
3	The Council should consider supporting the Clerk in joining the Society of Local Council Clerks (SLCC) – the Clerk's professional body. The Council may pay the SLCC subscription as it is of significant benefit and would enable the Clerk to take advantage	Consider when creating the next budget	At this point in time the Council do not see the benefit but will consider this again when creating the next budget	01/01/2023		
2	The Council should undertake an annual appraisal for the Clerk and at least one member of the Committee should attend staff training.	Undertake an annual appraisal for the Clerk	Will be undertaken	31/12/2022		
2	A Council must supply the Clerk with the appropriate IT equipment (including a laptop computer) to execute the Council's business properly. It is not acceptable for employees to use their own equipment.	No further action considered necessary	- This will be considered when budget is availabl - The Council considers it of low enough security risk and acceptable for the Clerk to use own equipment, with Clerk full agreement	TBA		
2	An IT budget and reserves should be considered for the future.	Include in the next budget round	This will be included in the next budget round. It has been agreed to set up and pay for, a Council Cloud secure storage area for documents	01/01/2023		
1	Within the Minutes, items for decision were occasionally being raised under the topic of "Matters Arising". All items for decision should have their own clearly defined motion / agenda item in order that the Council – and any members of the public – are	Re-organise Notes of Meeting accordingly	Agreed This is being implemented and will be in place for the September 2022 meeting.	12/09/2022	In Progress	
	All minutes should be published in draft form as soon as possible after the meeting. It is a requirement of the Transparency Code that Councils under the £25,000 threshold have to comply with, so it is highly recommended for those over the £25,000 thresho	No further action considered necessary	It is Council policy not to publish minutes until they are formally agreed. Notes are published within 2 weeks of each meeting.	N/A	N/A	N/A
2	Long term agreements – such as the dog bin emptying or the grass cutting – should be reviewed at least every three years, particularly to ensure that the Council is obtaining best value for money.	List of LTAs	These are regularly reviewed against alternatives. A list of this type of agreement with agreement and review dates to be compiled	01/10/2022		
2	Other payments such as the annual subscriptions should be included in a list of regular expenditure which should be agreed at the April meeting for the new financial year.	No further action considered necessary	These are reviewed by full Council and agreed during each budget processes. They are listed on the budget document which is formally agreed and minuted. Once agreed the budget is available on the web site.	N/A	N/A	N/A
1	The bank mandate is reviewed annually and the signatories / authorisers noted.	Effect changes as they occur	These have recently been reviewed, A review before lockdown was not implemented due to issues gaining signatures	30/06/2022	Completed	Jun-22
	A debit card for the Clerk should be looked into further.	No further action considered necessary	- Where possible items are invoiced and paid by bank transfer. - Small incidentals are purchased by the Clerk and Councillors and reimbursed within a reasonable period. Based on the scale of the budget, this is considered a suitably secure arrangement.	N/A	N/A	N/A
2	The Council does not have a formal Reserves policy	Draft Policy		01/12/2022		