

Internal Audit, 20 March 2024 – Clerks actions

- Review Standing Orders – propose to bring this to Annual Parish Council meeting in May.
- Register of interest – to be completed and signed at Annual Parish Council meeting in May by all Cllrs.
- Clerks are reviewing the risk management policy – MPC have split policies across many topics the auditors encouraged we bring them together to cover all. Will bring the review to full council when it is ready.
- Budget to be uploaded to the website.
- Data breach log to be created.
- We have started work on reviewing the privacy policy on the website and will form part of the web site project going forward.
- Policies will be reviewed – the schedule is useful but doesn't ensure checks are carried out. Clerks are working on a timetable that will be more effective.
- Noted that the minute book should not be doubled sided!
- Going forward additional information such as approvals list etc will be added to minute book.
- GDPR training needed for Clerks.