

Stonham Aspal Parish Council

From: "Stonham Aspal Parish Council" <sapc.clerk@yahoo.co.uk>
Date: 21 August 2018 16:44
To: "Councillors @ SAPC" <sapc.clerk@yahoo.co.uk>
Subject: SAPC 1718 Internal Audit Report Response & Action Plan

Dear All

The following five recommendations were raised by SALC following the internal audit carried out at the end of 2017/18:

(REC1) At the next annual review of Standing Orders, Councils should be aware of updating Standing Orders that were issued in April 2018.

Members will consider the update to the model Standing Orders issued in April 2018 when the Council's Standing Orders are reviewed at the meeting in November 2018.

(REC2) At the next annual review of Financial Regulations, Councils should consider Legal Topic Note 87 Procurement.

Members will consider Legal Topic Note 87 Procurement when the Council's Financial Regulations are reviewed at the meeting in November 2018.

(REC3) The safety risk assessment review due in March 2018 did not appear to have taken place and this should take place at least annually. An annual play inspection took place but it is recommended a weekly visual inspection takes place if it is not already carried out.

Members will undertake a safety risk assessment, including the consideration of weekly visual inspections, at the meeting in September 2018.

(REC4) As no budget papers were seen, it is assumed the budget is the same as the precept demanded. It is recommended there should be a minute to reflect the budget set.

For the reader's information, this finding was also reported by SALC following the internal audit of one of my other parish councils, at which time a comment was simply recorded rather than an actual recommendation made. A copy of the final budget for 2018/19 approved by Members at the Council's meeting in November 2017 will be made available to the internal auditor at the end of 2018/19. Confirmation of the budget set for 2019/20 will also be recorded in the minutes of the meeting in November 2018.

(REC5) All employees must have a contract of employment.

Discussions on the introduction of a contract following the appointment of the current Parish Clerk in September 2016 were not concluded. For the reader's information, this issue was not raised by SALC following the internal audit carried out at the end of 2016/17. The Chair appointed in June 2018 plans to introduce a contract in 2018/19 by discussing the matter with the Parish Clerk and providing Members with an update on the progress made at the meeting in September 2018.

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

Regards

Simon Ashton
Parish Clerk
Stonham Aspal Parish Council
sapc.clerk@yahoo.co.uk
stonhamaspal.onesuffolk.net