

Newbold Verdon Parish Council

Interim Internal Audit Action Plan – year ending 31st March 2021 FINAL

Checklist Ref.	Key Policy and Procedure	Internal Auditor Comment/Recommendation	Action Taken
2.13	Due Process	<p>That formal minutes are prepared for all committees of the council</p> <p>All committees have current terms of reference, which were reviewed in 2020 and which give the committees specific powers and responsibilities.</p> <p>Accepted practice is for formally adopted committees to prepare and publish minutes, whereas working parties are considered a less formal grouping of Councillors and do not necessarily have to produce formal minutes.</p>	<p>The Clerk ensured that all past minutes for committees and working groups have been added on to the website from the last audit process and will continue to ensure this happens in future.</p> <p>The Clerk did explain that there was only the Staffing Committee meeting which took place last year due to Covid-19 and that as these were confidential, were not for public consumption.</p>
2.14	Due Process	<p>Website Domain and Email Addresses</p> <p>Follow Parish Council website should utilise the .Gov.uk domain name and that the same domain name should also be used for council email account for officers and Councillors.</p>	<p>The Clerk has agreed to look into this system and associated costs, and to forward it to council for consideration. However, the website domain cannot be changed until it runs out in February 2022.</p>
7.4	Bank Reconciliations	<p>Bank Mandate</p> <p>The previous 2 Clerks are to be removed from the bank account as primary users and the current Clerk to be added, as soon as possible.</p>	<p>The Clerk explained the situation to the Auditor and has promised to tackle this issue as soon as possible, by visiting the Market Bosworth branch of HSBC in the coming weeks.</p>
7.4	Bank Reconciliations	<p>Removal of Bank Signatory</p> <p>That Heather Davison, who resigned from Council in December 2020, is removed from the bank signatories as soon as possible.</p>	<p>The Clerk has written to HSBC already to ask for Mrs Davison to be removed and also explained the situation to the Auditor but has promised to tackle this issue as soon as possible, by visiting the Market Bosworth branch of HSBC.</p>

Signed:

Date: 01 May 2021



Josie Flavell – Clerk and RFO