

# Notes on Internal Audit Report 2017-18

V1.1 18 June 2018

## 1 Overview

The notes below relate to the internal audit report issued by Eleanor Greene on 12 June 2018. They explain where appropriate:

- The reason why the issue arose
- What was done in the last year address this
- What will be done in the next year

There was no clerk in place between April and October 2017. Since I was appointed in November I have revised the procedures in line with best practice, therefore nearly all the issues were addressed during the course of the year.

This document will be sent to the external auditor with the internal audit report.

## 2 Notes

### 2.1 Committees

This refers to the HR committee. However, it did not meet during the course of the year as its work was done by the WG mentioned in minute 065/17 in <http://rooksdwn.org.uk/index.php/2016-03-04-22-40-24/send/2-minutes/259-rpc-minutes-22nd-may-2017>. The committee was not renewed this year at the annual meeting.

### 2.2 Grant Process

No grants were given under s137 this year: all were given under other relevant powers. This is demonstrated by the fact that the accounts show zero expenditure under s137. As far as I can determine there is no need to minute the power under which the grant was given unless under s137. The Local Government Transparency Code p33 does not include a requirement to publish the power used.

### 2.3 Risk Assessment

The risk assessment was produced in February 2018 and tabled for approval in March. However, because of an unusually busy March meeting discussion was deferred till April, when it was approved by the council.

### 2.4 Bank reconciliation

The bank reconciliations were tabled, approved and minuted from December 2017 onwards.

### 2.5 Loan to the Community Association

The terms will be so monitored.

### 2.6 Membership changes

There were two resignations during the course of the year due to changes in personal circumstances. However, the proper procedures for advertising, co-option and induction were followed for their replacements.

### 2.7 Budget

This was tabled and approved at the January 2018 meeting, attached as an appendix to the minutes and then placed on the council's website. Unfortunately the chairman of the meeting neglected to sign the appendix pages in the minute file: this will be rectified in future.

## **2.8 Clerk's Employment**

Noted.

## **2.9 GDPR**

GDPR (obviously) did not apply last year. From the April 2018 meeting onwards (<http://rooksdwn.org.uk/index.php/2016-03-04-22-40-24/send/2-minutes/300-rooksdwn-parish-council-minutes-23-april-2018>) permission has been asked for the recording of such names. Where no permission has been given, names have not been and will not be recorded.

**Martin Whittaker**

Clerk and RFO