SALC Internal Audit Report Year Ending 31 March 2022

Action Plan / Responses to Comments & Recommendations Raised:

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| **Subject** | **SALC Comment / Recommendation** | **CPC Response / Action** |
| 4. Risk Management  Does the Council have appropriate and adequate insurance cover in place **and** has been reviewed on an annual basis? | Comment: Council should note that it is the responsibility of the whole council to satisfy itself that insurances are adequate and that having identified, assessed, and recorded the risks, appropriate measures, such as the appropriate use of insurance cover, have been taken to mitigate and manage the risk. This should be evidenced by a minute reference. | The comment received from the SALC internal auditor has been noted and will be applied at the time of the insurance renewal, 1 October 2022.  No further action required by CPC. |
| 14. Additional Information  Is there evidence that Minutes are administered in accordance with legislation?    14. Additional Information  Is there a list of members’ interests held? | Comment: whilst the minutes show resolutions to receive valid reasons for apologies given (where applicable), there is no formal record to show that Council has approved the apologies submitted.  Comment: There was no evidence seen of a direct link from the Parish Council’s website to the District Authority’s website for the Register of Interests for all current Parish Councillors. | The comment received from the SALC internal auditor has been noted, and going forward, minutes will reflect the comment accordingly.  No further action required by CPC.  A link on the Parish Council’s website to the District Authority’s website for the Register of Interests has now been published.  No further action required by CPC. |
| 14. Additional Information  Does the council have official email addresses for correspondence? | Comment: Council might wish to consider using a secure e-mail system with a gov.uk address which is owned by the parish council. | **ACTION: Suffolk Cloud is unable to help with a ‘gov.uk’ address as this can only be organised by the Parish Council. If the Council decides to go down this route, Suffolk Cloud can provide details on how to direct that address to our website.** |