

Responses to Issues raised in the Internal Auditor's Report 2024-25

Area of Work	Observations/Points	Response
Email addresses	<p>Cllrs are not using .gov email addresses, they are using their own personal emails to carry out council business</p> <p>NOTE: all council members should now be using corporate email addresses with either .gov or .org</p>	All Councillors are now using their .gov.uk e-mail addresses for Council business
Employment	<p>The council is the employer of the Clerk</p> <p>NOTE: the Clerk does not have a contract of employment and as a responsible employer, the council should address this as soon as possible</p>	The Clerk is currently on an interim appointment agreed with NCalc. A permanent Contract will be issued when an appointment has been agreed
Insurance	<p>NOTE: An insurance payment was made to Zurich Insurance in December 2024, but I cannot see from the Minutes insurance was reviewed or agreed during the year</p>	Insurance renewed in November – cover to be reviewed at the December meeting
Internal Control	<p>NOTE: I can't see any evidence of Internal Control in the Minutes. The council has a statutory duty to mitigate risk by carrying out Internal Control on its processes. This is not the responsibility of the Clerk, but the responsibility of council members</p>	As per the Councils Risk Assessment, all Councillors are provided with the payments list in the agenda, prior to the meeting, and the Chair signs off the invoices and bank statement at the meeting.
Minutes of Meetings	<p>Minutes were reviewed and were found to be in good order.</p> <p>NOTE: The Minutes need to be consecutively page numbered throughout the year</p>	The Clerk had previously been advised that consecutive minute numbering was sufficient but has now numbered the pages of the minute book
Payments	<p>Payments followed due process and have been accounted for correctly however:</p> <p>NOTE: the council only has one bank signatory. This presents a risk in carrying out council business should the signatory resign or be unable to agree the payments. The council needs to follow its own Financial Regulations which state bank payments will be authorised by two members</p>	Previous Clerk failed to add Cllr Overton to the bank Account. However, measures have now been taken to add two more signatories to the account and to delete all previous signatories who are no longer associates with the Council. Payment requests will be circulated to all signatories and copied to the Chairman