

CONTROL AREA	ISSUE	RECOMMENDED ACTION	PARISH COUNCIL ACTIONS	WHO	STATUS
PUBLIC ATTENDANCE AT MEETINGS	It is good practice to minute everybody attending a meeting, but as minutes cannot be altered to meet GDPR, only the number of members of the public, not their names should be listed.	When members of the public contribute to the meeting, they should be minuted as 'an elector'. Minutes are to record decisions, so detailed comments are not required.	Shorten Minutes to include mostly decisions, do not minute names of public	CLERK	Have already put this into practice as seen on APM Minutes & F&GP minutes 180419
AGENDA PUBLICATION ON THE INTERNET	The minutes uploaded do not include the agenda paper and the agenda packs are not kept up on the website. This is a requirement of the Freedom of Information Legislation.	The website templated should be updated to allow both minutes & agenda packs to be uploaded		CLERK	
TABLED PAPERS	It appears that the Council has been approving & voting on documents that were tabled at the meeting or not sent out with the agenda pack. This is not permitted.	Decisions may not be taken on items not specified within the agenda pack (Para 7.5 of CAB 9th Edn) Payment and correspondence list cutoffs should be the date of the agenda, not the meeting. Items for which papers are not available should be held over to the next meeting.	Ensure all items discussed are as per the agenda and all documents needed for meetings are attached to the agenda pack and made available to view at least 3 clear days before the meeting	CLERK	Already put into practice as evidenced by Agenda and Agenda pack uploaded to website and sent to councillors for AGM 090519 on 020519
PAYMENT LISTING	The list of payments approved was not always included with the signed minutes.	Proof of expenditure and of bank balance should always be transparently included in the minutes.	Bank Rec & Approved Payment List should be attached to FCM Minutes/ Approved Payment list to be included with F&GP minutes	CLERK	Addressed with Previous Clerk Bank Rec & Approved Payment List is now always attached to FCM Minutes/ Approved Payment list is always included with F&GP minutes
INQUORATE MEETINGS	A planning mtg in March took decisions even though it was inquorate. This should not be repeated.	Quorum is an absolute minimum of 3 (LGA 1972 Sch12)	Every effort should be made by council to have a minimum of 3 members at each mtg to ensure quorum	ALL	
RATE OF PAY	When the new clerk was hired, there was no clear minute of the hours, rate & terms of employment	Each year the council should clearly minute the agreed salary terms, to allow completeness checking by members		CLERK	
WEBSITE UPDATES	It appears that updates to the website are managed by one of the councillors rather than the clerk	The clerk is the proper officer of the council and should be ensuring that the website is kept up to date in accordance with guidance & legislation		CLERK	
ACCOUNTS SPREADSHEET	The spreadsheets used by the council are several years old and require transfer of data between sheets which increases audit risk.	The council may wish to look at one of the proprietary Parish Software packages which will simplify and clarify reporting & accounting. (the options are Rialtas, Scribe & Avantedge)		CLERK	
RISK ASSESSMENTS	Last year's IA report noted that Financial Risk registers had been merged with Health and Safety risk registers, reducing transparency.	It is better to have the two categories separate as they are covered by separate legislation.		CLERK	