

**IVPC Action Plan following on from review of matters arising from Internal Audit for YR 31st March 2019**

As at 14/06/2019

CONTROL AREA	ISSUE	RECOMMENDED ACTION	PARISH COUNCIL ACTIONS	WHO	ACTION TAKEN	RAG Status
<b>PUBLIC ATTENDANCE AT MEETINGS</b>	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	<b>GREEN</b>
<b>AGENDA PUBLICATION ON THE INTERNET</b>	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	Cllr Jonatan Legat in talks the website provider to allow for both minutes and agenda packs to be uploaded	<b>RED</b>
<b>TABLED PAPERS</b>	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	<b>AMBER</b>
<b>PAYMENT LISTING</b>	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	<b>GREEN</b>

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<b>INQUORATE MEETINGS</b>	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	All Council members are now members of Committees. Additional Councillors to be co-opted.	<b>GREEN</b>
<b>RATE OF PAY</b>	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	A titled confidential minute will be added to mtg agenda with decision in full minutes	<b>GREEN</b>
<b>WEBSITE UPDATES</b>	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	Noted that Clerk is responsible for update of website. Clerk to meet with JL for training	CLERK	Training day to be set with Cllr Legat and Clerk	<b>AMBER</b>
<b>ACCOUNTS SPREADSHEET</b>	The spreadsheets used 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)	Cllr Riley and Clerk to investigate use of Proprietary parish Software	CLERK		<b>RED</b>
<b>RISK ASSESSMENTS</b>	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.	Cllr Riley and Clerk to split two categories as per recommendation	CLERK		<b>RED</b>