

Finance & Governance Action Plan 2024

The following action plan addresses issues raised in the Internal Audit report for 2023/24.

Finding to be addressed	Action	Date for completion	Responsibility
<p>The council website provides details of the individual councillor's Register of Members' Interests forms, although of the five councillors listed, only three forms are on the website.</p> <p>It is a statutory requirement for all Parish Councillors to complete a Register of Members' Interests Forms and for them to be published on the council's website in accordance with Section 29 of the Localism Act 2011.</p>	<p>Missing Register of Interest forms to be supplied to the Clerk for uploading to the website.</p>	<p>1.7.2024</p>	<p>Sarah Sullivan David Pite Clerk</p>
<p>The council is fully aware of GDPR and has undergone training. It was noted the council has not established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.</p>	<p>Parish Council email addresses for members to be set up in tandem with a new .gov.uk website</p>	<p>1.1.2025</p>	<p>Clerk</p>
<p>The council has a Privacy Notice on the council website, but I was unable to locate a Website Accessibility Statement.</p> <p>The full name of the accessibility regulations is the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. The accessibility regulations came into force for public sector bodies on 23 September 2018. They say you must make your website or mobile app more accessible by making it 'perceivable, operable, understandable and robust'. You need to include and update an accessibility statement on your website.</p> <p>The accessibility regulations build on your existing obligations to people who have a disability under the Equality Act 2010 (or the Disability Discrimination Act 1995 in Northern Ireland).</p>	<p>The new website will be fully compliant with the Accessibility Regulations 2018.</p>	<p>1.1.2025</p>	<p>Clerk</p>
<p>I remind council it is required to also post any supporting documentation</p>	<p>This is now being done.</p>	<p>Complete</p>	<p>Clerk</p>

with the agendas as outlined by the Information Commissioner's Office (page 3 of this link) ico.org.uk/minutesandagendas.pdf			
On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.	Bank reconciliation to be presented quarterly to parish council meetings, checked and signed by a member other than the Chair.	July meeting for Q1	Clerk
The council is not complying with the statutory requirements to publish information under the Transparency Code for Smaller Authorities as items of expenditure above £100 and land and building assets are not published on the council's website.	This will be implemented for the current financial year going forward	1 July 2024	Clerk