

External Audit Action Plan

Recommendation	Comment	Date to be completed
External Audit 2020/21		
Ensure the exercise of public rights is implemented correctly		July / August 2023
Ensure grant awarding process is clear using the grant awarding policy.	Publish applications as part of agenda papers with info redacted. Begun in April 2023	Completed
Ensure all agenda papers are available on website (except any confidential items).	Started Feb 2023 - ongoing	Completed
Ensure monthly bank recs are reported to full council meetings every month.	Started Feb 2023 - ongoing	Completed
Review of Committee and working party structure	Started May 2023 – ongoing.	
Terms of reference for every Committee / Working Party	Started May 2023 – ongoing.	
Working parties be added to standing orders.	Completed March 13 th 2023	Completed
Minutes / notes of working parties / committees to form part of the PC agenda pack and to be noted (not approved) at PC meetings and separate agenda items for recommended works	To be started financial year 2023/2024	
Ensure the Asset Register is completed correctly and updated.	Review Asset register for 2022/23. Remove assets purchased in this year to restate register for 2021/22.	June 2023
Review money held in reserves and how it is shown in the accounts	Reviewed March 2023 Reviewed May 2023 as part of budget setting. Accounting package changed to Scribe.	Completed
Review and update reserves policy	Locum Clerk to review and update. To be presented to PC June 2023	June 2023
External Audit 2021/22		
Only includes additional items.		
Hold correctly convened Trustees meetings		June 2023
Investigate whether trust money needs to be held separately.	Contact Roger Taylor, set up Trust Bank Account	June 2023
All monthly payments, regardless of whether they are contracted, budgeted or minuted spend to be reported to every Council meeting	Started Feb 2023- ongoing.	Completed
Schedule of regular payments agreed at annual meeting.	Presented at Annual Parish Council Meeting May 2023	Completed
Bills for payment to be brought to each meeting to be signed off. Minute reference where applicable.	Started Feb 2023- ongoing.	Completed
All invoices to be checked against the monthly published 'Bills for Payment Schedule' by a Councillor prior to a full Parish Council meeting	Started March 2023 - ongoing	Completed
To review contracts and formalise their management.	Locum Clerk has met GB Sport, Ranger, Editor & Blue Spot to understand current contracts. Footpath audits and play inspection recording sheet introduced for Ranger. Review. Contracts for renewal for 2024/2025.	Autumn 2023
Ensure a transparent tendering process documented in minutes / notes.	To apply to PC / Committees and Working Parties and undertaken by named individual.	Autumn 2023
To ensure Financial Regulations are followed in relation to contracts negotiated with contractors.	All contracts are due for renewal for the financial year 2024/2025. Start process in	Autumn 2023