

**Sandford St Martin Parish Council**

**Review of Internal Auditor Recommendations for 2019-2020**

**Meeting date** 21-Jul-20

**Present** Cllrs Wheeler-Booth & Hames, Clerk

**AGAR**

<b>Annual Return Section</b>	<b>Process</b>	<b>Recommendation</b>	<b>Council action</b>
B	Budgetary Controls	More detail about budget monitoring included in minutes	Clerk to add more details in minutes - started July 2020
L	Exercise of Public Rights	Filing hard copy of notice with AGAR when taken down	Keep hard copy when removed from noticeboard. Photo to be taken of document in situ for records.

**Transparency Compliance**

<b>Process</b>	<b>Criteria</b>	<b>Recommendation</b>	<b>Council action</b>
Transparency Act	Website	More user friendly website, compliant with Regulations	Website update work ongoing
Transparency Act	3 - Explanation of significant variances	Publish on website	Publish on website
Transparency Act	5 - AGAR	Governance Statement is agenda'd and minuted separately from Accounting Statements	Governance Statement & Accounting Statements separated - July 2020
Transparency Act	7 - List of councillor responsibilities	Publish annual list of councillors and their responsibilities	Create and upload information to website
Transparency Act	8 - Details of public land and building assets	Publish the asset register and include Land Registry numbers	Find land details and add to asset register. Publish revised asset register.

**General**

<b>Recommendation</b>	<b>Council action</b>
Complete review of effectiveness	Form has been obtained. Report to be completed by Clerk and presented to council at November 2020 meeting.
CilCA - support and encourage	Agreed
Councillor training	Reminder to be included on September 2020 agenda. OALC updates which include training information are forwarded to councillors.
Review banking arrangements	Report to presented to council at September meeting.
Councillors to use council email addresses	Council email addresses are available to councillors. Councillors to be encouraged to use council email addresses.
Members' Interests	Put link to WODC website