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Ref: **Internal Audit Monkton Combe Parish Council**

24<sup>th</sup> May 2020

Dear Parish Council,

I conducted an internal audit for the Parish Council on 17<sup>th</sup> May 2020. The audit was generally satisfactory and compliant with policy and rules, with a number of improvements over last year. Payment approvals were sampled and all found to follow the approved process. I noted a significant over budget spend on Parish works, which was explained as substantial repairs to the see-saw.

I have the following modest concerns to raise with the Council.

Asset Register

I note that my recommendation for ownership change (to Historic England) for the lockup on the Asset Register has not been implemented, and whilst this was being reviewed it was noted that some of the responsible parties listed were no longer councillors. **I recommend again that this is updated and further that the asset register is reviewed annually for currency** at some judicious point in the year, whether there have been new items added or not.

Register of Interests

When sampling, all register of interest reports for councillors were on the website, but not all were counter-signed by the RFO. **I recommend this is completed as soon as possible.**

Website issues

On perusal of the website, a few issues were noticeable. A search routing through menus failed to find the Code of Conduct, which was then searched for and found via the available site map. Regrettably, a number of pages visible through the site map proved to be out of date – showing the old address for the clerk, exposing signatures of councillors and the clerk. **I strongly recommend that the out of date pages are removed from exposure on the website.**

**Redacted**

Sarah Richardson  
25 May 2020

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