

At 1st April 2018 Earmarked Reserve for maintenance of play equipment £2000

During 2019/20 No movement

At 31st March 2019 £2000

Meetings and procedures

The previous Clerks had confused the purpose of the Annual Parish Meeting (APM) and the Annual Parish Council Meeting (APC).

The APM must be held between March – end of May. This is the electors meeting and the meeting where the Chairman gives a report for the year.

The APC is the meeting which elects the Chairman (first item). It must be held in May and following an Ordinary Election (as 2nd May 2019) it must be held in the first 14 days counting 4 days from the date of the election.

Cheque payments

Councillors should initial cheque stubs

Data Protection (DP)

The Council *must register* with the Information Commissioner (an annual fee of £35 if this is paid by DD).

Allotments

Council should maintain a register of allotment holders and record the payments made and when they were made.

Website

Transparency requires that a considerable amount of information must be displayed on a Parish Council's website. I have given the Clerk a list of these items. It is also advisory to have on the website the main council policies, including the FOI Publication Scheme and a Data Protection Policy.

Thank you for asking me to undertake this Internal Audit. I will be pleased to give further advice to the Council or Clerk should there be a need.



Di Dann B.Sc.(Hons) PSLCC

16th May 2019