

Walberswick Parish Council

Internal Audit Report Response & Action Plan 2024/25 - 11 June 2025

There were three recommendations encouraging further action included in the Council's internal audit report for 2024/25, dated 21 May 2025, prepared by Suffolk Association of Local Councils. The following responses and actions were agreed by the Council on 11 June 2025:

(REC1) Standing Orders were reviewed on 13 May 2024 and re-adopted unchanged. They are reviewed annually. Use of the Model Standing Orders (produced by NALC in 2022). It was agreed to approve the changes at the 10 March 2025 meeting to update the public contracts figure from £25,000 to £30,000 (item 18c) to match Council's own Financial Regulations. The Standing Orders provided for the internal audit are correct and include the changes but at the time of the internal audit the changes have yet to be implemented and were not available on the parish council website. Upload the updated Standing Orders to the parish council website.

The Standing Orders approved by the Council at its meeting in March 2025, and subsequently re-approved unchanged in May 2025, were posted on the Policy Statements section of the Council's web site by the Chair in June 2025. This recommendation was therefore implemented in June 2025.

(REC2) The Annual CIL Statement for the year 2024/25 has been reported as approved within the 10 March 2025 meeting minutes and was available to view for the purpose of the internal audit the report was uploaded onto the parish website but not easily found and not with the finance information available. This was raised in the previous internal audit. The 2023/24 CIL report is available on the council's website but again not easily found and not part of the finance information available. Upload any approved Finance reports to the finance information pages and make it easier for members of the public to find the information available on the website.

The Responsible Financial Officer will post all year end financial documents, including the Annual CIL Report, for 2024/25 on the Finance section of the Council's web site by the end of June 2025.

(REC3) The Asset Register is stated within the full parish council minutes of the 13 May 2024 to have been updated. The asset register shows an increase in the year under review of £8,042. The figure of £82,647 matches the figure stated on the AGAR. The latest version is available on the parish council website but not easily found and not with the finance records available for public inspection. Upload any approved Finance reports to the finance information website pages and make it easier for members of the public to find the information available on the website.

The Responsible Financial Officer will post all year end financial documents, including the Asset Register, for 2024/25 on the Finance section of the Council's web site by the end of June 2025.