
Recommendation

- 1. To receive, note the recommendations and accept the proposed changes in response to items raised.**

Introduction

The council's auditor visited the council on the 10th January 2018 and has made a series of recommendations. See the attached report that has been circulated on its receipt.

We need to respond to the issues and I would suggest as follows:

Standard Documents - The documents were reviewed but not minuted. They will be considered at the next meeting in March to meet the end of year deadline

Register of Members Interests - Despite previous requests to review and update forms this has not been done. Forms have been reissued and Members are asked to return them by Friday 16th February 2018. It is for members to ensure that the forms are complete and with the clerk. Both EBC and our own website will be updated.

Committees – Some Committees have not had full minutes kept. As more meetings take place this is creating a strain on resources. There is a request from the Personnel Committee elsewhere on the agenda to increase admin resources to help address this along with a number of other issues.

Payment Listing – we currently provide Members with a list of payments to be made. In the future we will also include a list of all payments made in the previous month including direct debts etc.

External Audit Report – the report was on the system but page 4 was missing and the original could not be found. The recommendation will be followed.

Budget monitoring – Noted

Earmarked reserves – Noted

Electronic banking – Members are asked to confirm compliance where they are an authorised signatory

Fixed asset register – Noted

Leases and rentals – Noted

Office filing and communication – Proposals to improve business continuity are subject to discussion with the Personnel Committee and on this agenda for consideration.