

Norton St Philip Parish Council

Internal Audit Report 2020/21

Box Number:	Yes / No:	Comments:
A	YES	Agreed.
B	YES	Agreed.
C	YES	Agreed.
D	YES	Agreed.
E	YES	Agreed.
F	N/A	The Council does not operate a petty cash system.
G	YES	Agreed.
H	YES	Agreed.
I	YES	Agreed.
J	YES	Agreed.
K	N/A	The Council cannot not declare itself as exempt.
L	N/A	See report
M	NO	
N	NO	
O	N/A	The Council does not act as a trustee

Internal Auditors Summary Report: Year Ending 31st March 2021

I have examined the accounts, minutes and supporting paperwork for Norton St Philip Parish Council year ending 31 March 2021.

The Council's internal controls, governance, and accounting is of a good standard.

The paperwork is easy to navigate. You have carried out an annual risk assessment and have the appropriate insurance cover in place.

The website is poorly maintained with information missing or out of date. It requires improvement to the layout and where the information is posted.

Box M & N:

No evidence in minutes of the setting of dates for the period of public rights. No evidence on the website under finance. Requirement is now that the minutes record the dates set and that the notice is displayed on the website (+ noticeboard in normal non-covid years), this should be easy to find so the finance page is the natural home.

The Website does not have the AGAR information from 2019/20

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Comments not affecting my opinion - Internal Audit 2020/21:

1. March Minutes Missing from the folder:

The March minutes are missing from the folder, they were found online under 'News'.

2. The Website / Transparency Code (Box L):

The whole website needs some attention. There is an out-of-date 'Finance' tab under 'Policies'. Also, out-of-date grant information. It is lacking up to date finance information under the 'Finance' tab. Budget information and payments over £100 could also be added.

Agendas are stored under 'Meetings', but the minutes seem to be posted under news. They both need to be quick and easy to find, so the agendas and minutes should be sitting under their own tabs.

3. Pension Report

This report fails to lay out other pension saving schemes that the Council could have implemented as it only looks at the LGPS. It seems that the Council has made a decision without knowing the other options.

Simon Pritchard
Local Council Audit Services
13/05/2021