

ASLOCKTON PARISH COUNCIL

Internal Examination Comments

1. I note from the minutes each sheet is initialled and the final sheet signed and dated. Is this correct.
2. I note that Standing Orders, Code of Conduct, Financial Regulations, Equal Opportunities Policy and Annual Risk Assessment, whilst being in place, should be updated on a regular basis updated. Standing Orders should be reviewed annually and the remainder at least every other year.
3. Is there a Contract of Employment cover the Clerk position?
4. I have noted that the review of the Insurance Cover is to be carried out shortly
5. With regard to the fixed assets I have identified two items which should be included in the figure on the Annual Return. The new Parish Marker Gate at £2700 and the Dog Glove Dispenser at £531.60. This will increase the figure to £23770. Please confirm.
6. Box 11 on the Accounting Statement (page 6) should be N/A.
7. Would you please confirm that Councillors **do not** use personal email addresses for Council business.