



Newton and Biggin Parish Council

Internal Audit Report and Action Plan - Approved on 27 June 2024 Parish Council Meeting NPC24/06/0110

Following on from the Internal Auditor's Report dated 17th May 2024, the Action Plan below has been compiled to address any recommendations.

	Issue raised by Auditor	Action	Lead and timescale
1	<i>"A list of Councillors interests is held, but I suggest that Councillors are encouraged to update their interests annually, if needed, following the year of their election."</i>	Ensure that all Councillors review their submitted Declaration of Pecuniary Interests forms every year and confirm that either: a) the form is still valid or b) an updated form needs to be submitted to RBC. The Clerk to add a reminder to include this as a standard agenda item at the Annual Meeting of the PC every May.	RB – Set up reminder June 2024 for May 2025
2	<i>"An informal appraisal had been carried out with the Clerk, but I advise that this is formalised and minuted, especially if this had an impact on the salary level and its approval."</i>	Schedule an annual appraisal for the Clerk every March, ahead of annual increment rise in April, and note in the minutes. The Clerk to add a reminder.	ID / RB – March 2025 RB – Set up reminder June 2024 for March 2025