Internal Audit Report 2025/26 – Recommendations to be actioned

Internal Audit Action Plan – 26/27

Recommendation	Action	Who	When
Financial Regulation Policy.	Remove 2025 policy, and replace with approved 2026 policy. Note: All future policies when reviewed and approved, should be replace on the website, with the updated policy.	Web site Admin/Clerk	Immediate
Insurance policy	Annual review by Members that adequate cover is in place. Clerk to report, and request approval, prior to renewing insurance policy.	Clerk	Report to PC May 2027.
GDPR	New policies to be developed: Adoption of FOI Request Protocol, SAR (Subject Access Request Procedure), Data Breach Policy/Assessment.	Clerk/Chair	Draft policies to PC – Sept 2026.
External Audit Report 24/25	Not published on website. Noted negative response to Assertion 10.	Clerk to inform Auditor.	No report in 24/25. Certificate of Exemption.
Review, and approval of Bank Mandates.	Agenda item for June Parish Council Meeting. Note for annual approval in May each year.	Clerk	By 24th June.
Register of Assets – Annual Review. Village Green Play Equipment Inspection.	Assets Register to be reviewed and approved at the Parish Council Meeting on 24th June. No inspection was organised in 2025. Inspection booked for 2026.	Clerk Clerk	By 24th June. Seek confirmation of date for 2026 inspection.
Parish Council requested to approve and note any incremental increase in Clerks Salary.	Annual incremental increase should be linked to annual appraisal.	Chair/Clerk	Probationary review due in August 2026. Report to PC to follow in September .