

**Action Plan - following Internal Auditor recommendations - 2021/22**

Process	Findings	Recommendations	Actions	Completed	Notes
Asset controls - all deeds and titles established and shown on register	All appropriate deeds and titles have been established and are shown on the register	Add reference numbers if possible	Clerk to investigate and find reference numbers		08/07 - scheduled to take place this year
Exercise of Public Rights	The Parish Council established the exercise of public rights on the website and noticeboard	Note that the earliest date for 21/22 is 1 June due to the Jubilee Bank Holiday	Ensure correct dates are selected	11/05/22 - minute ref 2022/18/41	
		Council should undertake a review of effectiveness of internal audit	Clerk to draft document and present to council for consideration after notice of completion of audit has been received		08/07 - scheduled to take place and go on agenda for meeting after notice of completion of audit has been received
		Include a regular training item on council meeting agendas	Clerk to add motion to agenda	Started 13 July 2022	
		Consider holding funds in more than one bank account	Set up Unity Bank account		08/07 - application started
		To deposit minutes over 5 years old with the County Archive	Investigate minutes held by Clerk and in Village Hall. Archive appropriate minutes		08/07 - scheduled to take place this year
		Review of documents for retention and destruction	Undertake review of documents using Document Storage, Retention and Destruction Policy		08/07 - scheduled to take place this year