

## **Internal Audit Action Plan**

### **Creting St. Peter Parish Council meeting – 21<sup>st</sup> July 2025**

This report has drawn out all recommendations from the Internal Auditor after the 2024-5 Internal Audit report. My comments and suggestions on how we address these are in **RED** below

#### **Recommendation One**

Review Standing Orders to take into account changes to the procurement thresholds.

This will be on the agenda for the September 2025 meeting and evidenced in the minutes.

#### **Recommendation Two**

To review the Financial Regulations, specifically around the changes to the SALC model version taking into account changes to procurement thresholds and processes.

Also tailor these to the Parish Council.

This is on the agenda for the July meeting and will be evidenced in the minutes. New version to be published on a specific page on the website.

#### **Recommendation Three**

To appoint a Responsible Financial Officer.

This is on the agenda for the July meeting and will be evidenced in the minutes.

#### **Recommendation Four**

To publish the Financial Risk Assessments and Banking Reports on a dedicated website page for ease of access.

Will be discussed at the July meeting and page updated accordingly.

#### **Recommendation Five**

To review the risk register.

This will be on the agenda in September 2025 and action evidenced in the minutes of that meeting.

### **Recommendation Six**

To review the insurance cover and minute accordingly.

This will be reviewed at the September meeting in time for the renewal date of the 30<sup>th</sup> September and minuted accordingly, Will then also be published on the website.

### **Recommendation Seven**

To complete the internal control checklist.

The lead councillor was appointed in January 2025; but was not carried out. This will be done in more detail in January 2026 for the 2025/6 financial year, as the audit process is now complete for 2024/5.

### **Recommendation Eight**

Minute concerning request of Precept.

The minute in the January 2026 meeting minutes will comply with the auditor's direction for the 2026/7 precept request.

**Mark Knight – Parish Clerk – July 2025**