

CLIPSTONE PARISH COUNCIL

Internal Examination Comments

1. The Minutes are now signed in the correct manner. The only minor matter relating to these was brought to the Clerk' attention and has been subsequently dealt with.
2. With regard to Standing Orders, Financial Regulations, Code of Conduct, Equal Opportunities Policy and Annual Risk Assessment it is recommended that when these have been passed at a meeting that the copy presented to Council is signed and dated and that the copy is then retained by Council in a safe place.
3. Has a review of the Insurance Cover been carried out recently?
4. Please confirm that Contracts of employment are reviewed on a regular basis.
5. I confirm that matters raised on previous reports have now been put in place. I hope that the current Clerk and RFO continue in their constant review of the ever changing legislation.
6. I confirm that the Mansfield Building Society passbook can only be updated once a year when the interest is credited. Therefore the balance shown is correct as at the financial year end.