

CLIPSTONE PARISH COUNCIL

Internal Examination Comments

1. The Minutes should be signed in the following manner. The interim pages should be numbered, initialled and the final page signed and dated. This is for advice only, as currently you do comply.
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. As a recently appointed RFO it has been of benefit that Rialtas was involved in your financial year end shut down and it may of benefit to continue with that service for at least the current year.
6. Would you please confirm that Councillors are not using private emails for Council business.