

## **Ashfield cum Thorpe Parish Council**

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**From:** "Ashfield cum Thorpe Parish Council" <actpc.clerk@gmail.com>  
**Date:** 08 June 2018 12:27  
**To:** "Councillors @ AcTPC" <actpc.clerk@gmail.com>  
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**Subject:** AcTPC 1718 Internal Auditor Report Response & Action Plan

Dear All

The following one recommendation and four minor points were raised by SALC following the internal audit carried out at the end of 2017/18:

**(REC1) Council might want to consider the level of general reserves held to ensure that there is sufficient to cover contractual agreements plus a reserve contingency for an election being held.**

*Members will consider an increase in the level of the Council's reserves when the budget for 2019/20 is finalised and the precept determined at the meeting in December 2018.*

**(MIN1) At the next annual review of Standing Orders, Councils should be aware of updating Standing Orders that were issued in April 2018.**

*Members will consider the update to the model Standing Orders issued in April 2018 when the Council's Standing Orders are reviewed at the meeting in December 2018.*

**(MIN2) At the next annual review of Financial Regulations, Councils should consider Legal Topic Note 87 Procurement.**

*Members will consider Legal Topic Note 87 Procurement when the Council's Financial Regulations are reviewed at the meeting in December 2018.*

**(MIN3) Cheque stubbs 100333 & 100340 did not match invoice & bank statement.**

*According to the cheque book, number 100333 was made out for £69.30 and number 100340 was for £152.50. According to the invoices, payments of the same amounts were requested. According to the bank statement, amounts of £69.80 and £152.50 were collected. This confirmed that an extra £0.30 was collected for cheque number 100333 and there appears to be no issue identified with the payment in connection with cheque number 100340. The extra £0.30 was identified and recorded under the heading of miscellaneous expenditure at the time as any correction was uneconomical to pursue. It is not understood why there ended up being a finding in connection with the second payment. It is therefore believed that no further action is required in 2018/19.*

**(MIN4) No budget papers were seen it is assumed the budget is the same as the precept demanded.**

*A copy of the final budget for 2018/19 approved by Members at the Council's meeting in December 2017 will be made available to the internal auditor at the end of 2018/19.*

Consideration of this response and action plan will be included on the agenda of the Council's meeting in June 2018. A review of the progress made will then be included in March 2019.

Regards

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