

2024-2025 Audit Action Plan

The Internal Audit for 2023-24 includes some suggested changes. This document is to track the progress of these changes to ensure they are addressed before the next Internal Audit. Not all sections (A to O) of the Internal audit include recommendations

Suggested Changes		Proposed Action	Progress / Notes
1	All Councillors should have .gov email addresses	Difficult	is Cloud Next webmail the right software? New website project in 2025 with .gov.uk domain
2	Power for all Payments should be referenced in Minutes	Change format from May Minutes	
3	New format for bank reconciliation	Done for June meeting	Combine Payments & Receipts on 1 sheet 1 sheet per month signed twice by Councillors
A1	Independent person to sign bank reconciliation	Done for June Meeting	Propose to merge that with (3) have single sheet with Chairs and Independent Signatures including Bank Balances
A2	Independent person to sign bank statements	Done for June Meeting	
B1	Update Financial regulations when available	Done for June Meeting	
B2	Certification Stamp for 2 Councillors authorising payments	Use Unity Bank Authorisation Form	Use digital one from Unity Bank
C1	Cosider Business Interruption and Cyber Security Insurance	Already have Business Interruption £20,000	Added Cyber insurance option from Clear Councils
C2	Adopt Risk Management Policy	Done	Already some notes in Risk Register. Revised
E	Improve tracking of hall bookings and payments	Done	New feature on new website in 2025
F	Adopt latest NALC model employment contract	Done, signed at June meeting	Used it for LF. Asked to submit CP which is old format. Re-issue CP in new format.
H	Additional Information on Asset Register	Done	Identify replacement / insurance costs. Track changes from prior year - OK?
	Changes to Council website -accessibility notice	Done	New Oct 2024 accessbility standards? Purchased a new WCAG 2.2 website in Feb 2025
L1	Changes to Council website - privacy notice	Done	on Policy and Procedures page
L2	Publish Internal audit repoort	Done	
L3	Publish "financial reports"	Done for June Meeting	
L4	Payments over £100 should be published	Already done - was not checked	
L5	Councillors "declarations" should be published	Done	Register of Interests are published by WLBC . Space on new website for local publishing
L6	Council Email address on front page	Done	
M	Use dates suggested by External Audit for Public Rights	Done	