

# Walberswick Parish Council

## Internal Audit Report 2019/20 - Implementation of Recommendations

There were no recommendations and three comments encouraging further action included in the Council's internal audit report for 2019/20, dated 10 June 2020, prepared by Suffolk Association of Local Councils. The following actions were agreed by the Council:

**(COM1) Council may wish to include in their internal control document the review of the effectiveness of the internal audit during the audit year and include this in the minutes.**

The Council will consider the reconfirmation of the internal controls checklist at its meeting in January 2021. A review of the completed checklist will then take place by the Council which will be confirmed in the minutes of the meeting in March 2021.

**(COM2) The first item on the agenda for the Council's AGM should be the election of the Chair.**

The election of a Chair will be the first item on the agenda of the Council's next AGM.

**(COM3) Council may wish to consider adopting policies relating to Audit/Impact Assessment, Data Breaches and Data Retention and Disposal.**

*A Data Protection and Information Security Policy* was adopted by the Council in May 2018 and subject to further review in May 2019. *A Document Management and Retention Policy* was adopted by the Council in October 2018. Any shortfalls identified will be considered by the Council at its meeting in October 2020 with any work completed and approved by the Council by the end of March 2021.