

WILLOUGHBY PARISH COUNCIL
ACTIONS TAKEN IN RESPONSE TO INTERNAL AUDITORS REPORT – 2023/24

ACTION: The designation Draft should be removed when the minutes are approved and signed.

Response: This was actioned immediately.

ACTION: It should be noted that it would be in the Parish Council's interest to clarify the position of all volunteers and public liability insurance with the Council insurer – it is good practice for the Parish Council to be aware of the insurance implications for volunteers.

Response: The clerk confirmed that the insurance does cover volunteers. It was recommended that a risk assessment be undertaken when work is carried out by volunteers. A risk assessment is being carried out by FLAG for volunteer flood wardens.

ACTION: It was noted in the minutes of the meeting on 10th October 2023 item 8.6 that a named Cllr carried out a monthly inspection of the playground, it should be noted that this inspection should be formally recorded, and the Clerk to keep these records. The Parish Council should ask its insurer if this monthly inspection record is acceptable.

Response: The insurer has advised that regular inspections are expected but has not commented on the frequency. It is proposed that Cllr Honess email the clerk at least every two months to confirm that the playground has been inspected and whether any maintenance is required.

ACTION: It would be in the Council's interest to have the Clerk obtain these quotes and then the Council can determine which quote to take thus removing individual Cllrs from any potential Conflicts of Interest.

Response: The Clerk is contracted for 4 hours per week so does not have the capacity for this. All quotes are submitted to the full council for approval and councillors declare an interest if appropriate. No further action required.

ACTION: It might be in the Parish Council's interest to ask its insurer about a "key worker" policy to cover the extra cost of employing a locum Clerk should the incumbent be ill for any length of time.

Response: This is not considered the best use of Parish Council funds. The Chair is experienced in Parish Council matters and can cover in the event of the Clerk's illness.

ACTION: The Parish Council must be aware that charity trustees must act in accordance with the trust deeds and not the wishes of the Parish Council. The Parish Council should obtain from the Charity Commission the booklet that clearly defines to duties of parish Council Trustees

Response: Charity Commission leaflet "The Essential Trustee" has been circulated to all councillors.