

## Wickham Parish Council Internal Controls Effectiveness Action Plan 2017/18

Review Ref	Action	Responsibility	When?
<b>3</b>	<b>Quality Parish Status</b>		
3.0	The Quality Parish Scheme has been replaced by Local Council Awards. This is not currently supported by HALC. Council to agree whether to take part.	Full Council	By September 2017 (carried forward as no decision in 2015 or 2016)
<b>3.11</b>	<b>Training</b>		
	All Councillors to attend HALC Core Skills Training on election or re-election.	All Councillors	Ongoing
Internal audit	Consider adopting a fraud and anti-corruption policy and segregation of duties	Finance Committee	By September 2017
Audit Regs	Document retention policy required	GP Committee / Clerk	By June 2017
	<b>Internal Audit report for 2016/17 recommendations</b>		
1	Review levels of Fidelity Guarantee Insurance £250k not considered adequate	Finance Committee	October 2017 (PC has resolved to maintain £250k cover for 2016/17)
2	Reserves: recommendation that level of general reserves is reassessed as they are low	Finance Committee	January 2018
3	Clerk's salary should be formally minuted in a closed session.	Finance Committee	January 2018
4	Asset schedule add Knowle Hall cctv	Finance Committee	June 2017
5	Move to accruals accounting due to turnover around £200k	Finance Committee	March 2018
6	Bank reconciliations – separate agenda item required and report quarterly	Finance Committee	June 2017