

ENMORE PARISH COUNCIL

Notes relating to the Internal Audit Report for 2021/22

This year's internal audit report noted three failures to observe best practice and required compliance. All were addressed as a matter of urgency as soon as they came to light.

The first related to the previous Clerk's remuneration and a failure to fulfil the PAYE and NI requirements. The person concerned has taken full responsibility for this breach and for reporting the omissions to HMRC and for paying any sums owed and penalties incurred. Arrangements have been made for fully compliant payroll for the newly appointed Clerk.

The other two related to difficulties in accessing documents on the Parish Council website. It appeared that some information that should have been on the website may have been missing and some documents that were showing on the website (in particular those needed to fulfil the 2020/21 AGAR requirements) could not be opened as they had inadvertently been password protected during a transfer to a different computer. These difficulties are believed to have occurred at the time of the handover between clerks and were therefore of only temporary duration, but unfortunately spanning the period of the checks for the internal audit. The website is being updated as a matter of urgency to improve access to documents in order to fulfil the transparency code. (If you are reading this document then the accessibility issue will have been resolved!) Regular checks will be made to ensure that it is kept up to date.