

Kirton in Lindsey Town Council Interim Internal Audit recommendations 2023-24

Open

Recommendation	Brief comment	Action	NOTES
<u>Assessment of significant risk in delivering activities and services</u>			
1. All discussions and decisions in respect of the Council's Risk Assessments should be recorded in the minutes for audit and transparency purposes (Moderate)	Although the risk assessment for the Kings Coronation event was prepared, discussed and provided to the relevant outside bodies, it was noted in the minutes as approved in the minutes of a PK meeting.	All discussions and decisions in respect of the Council's Risk Assessments will be recorded in the minutes of relevant meetings.	
<u>Receipt of income in accordance with the current scale of charges</u>			
2. The Council's minutes should record the agreed figure for Allotment rents for audit and transparency purposes. (Moderate)	The tenancy agreement for the allotments was reviewed in April 2023 however the figure for allotment rents was not specifically minuted.	When the allotments tenancy agreement is reviewed going forward, the agreed figure for Allotment rents/deposits will be recorded in the meeting minutes.	
<u>Asset and investment register</u>			
3. The wire fencing at the cemetery and the new piece of play equipment should be added to the register. (Moderate)	The replacement wire fencing to be added to the asset register, and the Supernova to be added once the invoice payment is received by the supplier.	Asset register to be updated as required.	
<u>Asset and investment register</u>			
4. As the Council is now a holder of long-term investments in the CCLA Public Sector Deposit Fund, the cost of these investments should be added to the register at the cost price. (Moderate)	As the Public Sector Deposit Fund is now a long term investment, this needs added to the asset register.	Current and future holdings with the Public Sector Deposit Fund to be added to an additional long-term investments section on the asset register.	