

<p><b>Risk Assessment</b></p> <p><b>HIGH</b> 0</p> <p><b>MEDIUM</b> 0</p> <p><b>LOW</b> 16</p>	<p style="text-align: center;"><b>Westgate on Sea Town Council</b></p> <p style="text-align: center;"><b>INTERNAL AUDIT 2022-2023</b></p> <p style="text-align: center;"><b>AUDIT PLAN WITH COMMENTS / FINDINGS</b></p> <p>I am pleased to report to Members of the Westgate on Sea Town Council (the “Council”), that I have completed my year-end internal audit of the Council’s records for the twelve month period to 31 March 2023, following my audit visits and subsequent conversations on 21 April 2023.</p> <p>Councillors should be aware that my work cannot be relied upon to identify the occasional omission or insignificant error, nor do I actively seek evidence of breaches of trust or statute, neglect or fraud, which may have taken place. It is the responsibility of the Councillors of the Council to guard against such events, but if during my audit testing such events are discovered I am duty bound to disclose such events to the Council.</p> <p>I would like to take this opportunity to thank the Clerk/RFO Mrs Gill Gray and Mrs Chloe Wheatley Finance Assistant for their assistance given to me during my audit visit.</p> <p><b>During my visit I advised the Clerk that this would be my last Internal Audit visit as I am proposing to wind-down my auditing work after the completion of the 2022-23 Year-end Audit season. It has been a pleasure working with the Council over the last 6 years, my first audit visit was in May 2017!</b></p>	
<p style="text-align: center;"><b>Area</b></p>	<p style="text-align: center;"><b>Item</b></p>	<p style="text-align: center;"><b>Comments / Findings</b></p> <p style="text-align: center;"><b>Year-end Audit 31 March 2023</b></p>
<p><b>Previous Audits</b></p>	<ul style="list-style-type: none"> <li>• <b>Date of last External Audit Certificate or Exemption Certificate for 2021-22</b></li> <li>• Comments if any</li> <li>• Publication on website.</li> <li>• Date of last Internal Audit Comments if any</li> <li>• Review of any items outstanding from previous internal / external audit reports.</li> </ul>	<p>PKF Littlejohn signed off the Report &amp; Certificate 2021-22 on 20 August 2021. Received by Council 6 Sept 2022 (Min 3373).</p> <p>There were no comments.</p> <p>All the AGAR information is posted on the website providing a good trail of the publication requirements surrounding the AGAR and Public Rights.</p> <p>2021-22 Internal Audit report was considered by the Council 6 Sept 2022 Min 3373</p>

Minutes	<ul style="list-style-type: none"> <li>• Scan of the minutes of the Council's meetings and the Finance Committee.</li> <li>• <b>General Power of Competence (GPC) ?</b></li> <li>• Dispensations</li> <li>• S.40 LA&amp;A Act 2014 filming/recording</li> </ul>	<p>General Power of Competence approved by Council on 15 May 2019 (Min 1767) for the next 4 years subject to retaining the necessary qualification criteria. GPC to be renewed at the next Council meeting following the uncontested Election in May 2023.</p> <p>Committee Terms of Reference &amp; Scheme of Delegations 2021 re-adopted Council 3 May 2022 Min 3188</p>
Code of Conduct/ Acceptance of Office	<ul style="list-style-type: none"> <li>• Date adopted</li> <li>• Any changes in elected/co-opted members since last Audit ?</li> <li>• DPI's complete</li> <li>• DPI's on website or weblink</li> <li>• New Governance Compliance</li> <li>• NEXT ELECTION ?</li> </ul>	<p>Code of Conduct re-adopted Council 5 July 2022 Min 3304 with the words "ethical" and "at all times" be added 10 Councillor positions on the Council, all posts filled as at 31 March 2022.</p> <p>Cllr Nightingale resigned in April 2022 and Cllr Dr H. Scott resigned in May 2022 (mentioned in Min 3186). Council 7 June 2022 Min 3251 were advised by the Town Clerk that the first vacancy would be filled by co-option, the second vacancy had received 15 requests for a by-election to take place on 7 July 2002 if contested.</p> <p>Council 5 July 2022 Min 3306 advised that the co-option closing date was now 26 August 2022 and that the by-election was uncontested with Mr King being elected.</p> <p>Council 4 Oct 2022 Min 3426 decided not to co-opt either of the 2 candidates to the vacant seat.</p> <p>Council 10 Jan 2023 Min 3581 co-opted Mr Clive Veck, attending his first meeting 7 Feb 2023</p> <p><b>4<sup>th</sup> May 2023 includes Thanet DC elections as well. Uncontested election, 9 candidates for the 10 seats</b></p>
Standing Orders and Financial Regulations	<ul style="list-style-type: none"> <li>• Have they been formally adopted and applied?</li> <li>• Have any changes been made since they were adopted or the last audit?</li> <li>• Have any changes been formally adopted by the Council?</li> <li>• <b>Virtual Meetings / Delegation to Clerk/RFO still in place ?</b></li> <li>• <b>Updated re New NALC Models SO's 2018, Fin Regs 2019 ?</b></li> <li>• Two signature rule still in place?</li> </ul>	<p>Standing Orders &amp; Financial Regulations were approved by Council 5 July 2022 Min 3803 a) &amp; b). The SO's included a revised wording regarding residents speaking at a Meeting, requiring residents to provide a written notice and topic to be discussed by 4pm on the Friday before the Meeting.</p> <p>Committee Terms of Reference and Scheme of Delegation adopted 3 May 2022 Min 3188 Section 11 refers to "delegations" and 11(c) Delegation to the Town Clerk</p>

Risk Management

- **Risk Assessments** – Are they:
  - Carried out regularly?
  - Adequate?
  - Reported in the minutes?
  - **Inspections of play equipment if carried out by staff/Cllrs have they been trained, accredited?**
  - **ANNUAL REVIEW ?**
- Insurance cover – is it:
  - Appropriate/Adequate?
  - LTA in place?
  - Reviewed regularly?
  - Fidelity Guarantee Cover £ (Balances + ½ Precept)
- Internal controls – are they:
  - Documented?
  - Adequate?
  - Reviewed regularly?
  - **Statement of Internal Control (SIC)?**
- Systems and Procedures – are they:
  - Documented?
  - Adequate?
  - Followed?
  - Reviewed regularly?

Event Risk Management by Safety & Management Solution Ltd. called upon as required.

Play equipment at the War Memorial Recreation Ground (formerly managed by TDC). Play Fix Ltd undertake the ROSPA Inspections (last annual inspection booked for July 2022). Play Fix undertook repairs to the ¼ pipe in the skate park.  
**The Groundsman, Mr James is booked on a 2 day accredited ROSPA course in November 2022.**

Annual Review of Risk Assessment and Management Scheme for year ending 31 March 2022 approved by Council 7 June 2022 Min 3244. The Town Clerk advised that this will be reviewed for 2022-23 shortly at the scheduled Council Meeting to be held on 6 June 2023.

AXA Insurance via specialist Broker Came & Co. 3-year Long-term Agreement (LTA) ended Aug 2022. Council 5 July 2022 Min 3309 - 3 Quotes received delegated to F&GP on 19 July 2022 to decide. The comparative quote from BHIB (Aviva) 3-year LTA to 19<sup>th</sup> Aug 2025.  
£500,000 Fidelity cover  
A separate insurance policy exists for vehicle insurance with MS Amlin Insurance period – 29 June 2022 to 28 June 2023, van CN57HAU

Appointment of the Councillor Internal Auditor confirmed as Cllr O'Connor – Council 3 May 2022 Min 3194

Statement of Internal Control 2021-22 - approved by Council 7 June 2022 Min 3245

**There is an impressive list of policies and powers listed on the website under the “Public Accountability” tab ranging from the Standing Orders and Financial Regulations to more specific policies such as the Councillors Email Policy adopted in Dec 2020 or the Vexatious Complaints Policy adopted in March 2020. What is nice is that it is clear when the “policy was adopted” as the adoption date is on the “front page”.**

**System in place for reminder of review dates by Council.**  
Council 5 April 2022 Min 3146 adopted a new Environmental Policy, Min 3147 adopted updated policies for Data Protection, Lone Working, H&S, Cllrs email, Website and Training & Development.  
Council 7 June 2022 Min 3247 adopted updated policies for Privacy, Staff Email and Communication, Safeguarding, Procurement.  
Council 5 July 2022 Min 3304 adopted the proposed Social Media Policy  
Council 6 Sept 2022 Min 3368 Civility & Respect Pledge – Bullying and Harassment Statement and Dignity at Work Policy  
Min 3375 – approved and adopted Smoking, Volunteer, Community Engagement and Communication, Complaints Policies and the Publication Scheme.

<p><b>Budgetary Controls</b></p>	<ul style="list-style-type: none"> <li>• Is the annual budgeting process reported and approved by the Council? <ul style="list-style-type: none"> <li>○ <b>Budget/Precept amounts minuted?</b></li> <li>○ <b>Review of All Reserves included as part of the Budget Setting Process?</b></li> </ul> </li> <li>• Is the actual performance against the budgets reported to the Council during the year <ul style="list-style-type: none"> <li>○ Compare with Fin Regs?</li> </ul> </li> <li>• Are significant variances explained in sufficient detail?</li> <li>• <b>Ongoing Covid-19 implications ?</b></li> </ul>	<p>F&amp;GP Comm 19 July 2022 Min 3336 received 1<sup>st</sup> Quarter Monitoring Report and Earmarked Reserves Report. 2<sup>nd</sup> Quarter – F&amp;GP Comm 18 Oct 2022 Min 3466 (Reports on the website) Regular reports to full Council eg 6 Sept 2022 Min 3376 reports to 31 July 2022 on Bank Rec, payments &amp; receipts and annual budget by combined “account codes”. Council 1 Nov 2022 Min 3478 reports to 30 Sept 2022.</p> <p><b>Draft Budget for 2023-24</b> discussed by F&amp;GP Comm 18 Oct 2022 Min 3468 and Council 1 Nov 2022 Min 3483 to be finalised in Jan 2023.</p> <p>Full Council - 10 Jan 2023 Min 3580, considered 4 options resolved a Precept Request of £187,089 (£161,600 - 2020-21). F&amp;GP 17 Jan 2023 Min 3613 - the figures were tweaked following receipt of the Tax Base figure of 2,527.89 for 2023-24. Revised Precept Request = £186,560, Band D = £73.80 a £9.63 and Budget set for 2023-24 = £204,069</p> <p>Budget on the website.</p> <p><b>NB</b> the reserves of the Council as at 31 March 2023 (£87,700) are not excessive equivalent to approx. 5 months spend</p>
<p><b>Section 137 expenditure</b></p> <p><b>£8.82 FOR 2022-23</b> (£8.41 FOR 2021-22)</p>	<ul style="list-style-type: none"> <li>• What is the cash limit for the year?</li> <li>• Is a separate account/analysis kept?</li> <li>• Has the cash limit been exceeded?</li> <li>• Have the spending powers been properly used and Minuted?</li> </ul>	<p>With the General Power of Competence (GPC) in place there is no need of the S137 powers.</p> <p><b>For Info. The S137 limit for 2023-24 has recently been announced as £9.93 a 12.5% increase (the RPI increase Sept 2021 to 2022)</b></p>
<p><b>Book-keeping</b></p>	<ul style="list-style-type: none"> <li>• Cashbook - is it:</li> <li>• Fit for purpose?</li> <li>• Up to date?</li> <li>• Arithmetically correct?</li> <li>• Balanced regularly?</li> <li>• <b>Turnover above £200k pa ? Income &amp; Expenditure basis of accounting?</b></li> <li>• Record keeping and the arrangements in place to store previous year’s accounts etc.</li> </ul>	<p>The Clerk is using the Rialtas (RBS) financial software package for the Budget Monitoring, Precept &amp; Budget setting as well as the year-end accounts to full effect.</p> <p>Cllr O’Connor takes an active role in the financial management reporting.</p> <p><b>Not applicable, the Council accounts on a “receipts and payments basis”</b></p>

<p><b>Petty Cash</b></p>	<ul style="list-style-type: none"> <li>• Has the amount of petty cash float been agreed?</li> <li>• Are all petty cash entries recorded?</li> <li>• Are payments made from petty cash fully supported by receipts / VAT invoices?</li> <li>• Are petty cash reimbursements signed for?</li> <li>• <b>Date of last petty cash reimbursement ?</b></li> <li>• Is petty cash balance independently checked regularly</li> </ul>	<p>There is a petty cash float, which had a balance of £295 as at 31 March 2023, which is included in the Bank Reconciliation statements.</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>As required but various payments to the Council received in cash such as Allotment Rents are added to the Petty Cash Float rather than banking, unless the Float exceeds £300, the excess is banked.</p> <p>Yes checked monthly by Cllr O'Connor as part of her Cllr Internal Auditor duties</p>
<p><b>Payroll</b></p>	<ul style="list-style-type: none"> <li>• <b>Who is on the payroll and are contracts of employment in place?</b></li> <li>• Who is the RFO?</li> <li>• <b>Annual Appraisal in place ?</b></li> <li>• Have there been any changes to the establishment and/or changes to individual contracts during the year?</li> <li>• <b>Members Allowances in place and paid via payroll system?</b></li> <li>• Have new appointments and changes to contracts been approved and minuted?</li> <li>• Do salaries paid agree with those approved by the Council?</li> <li>• Have PAYE/NIC requirements been properly applied and accounted for?</li> <li>• Payroll outsourced?</li> <li>• <b>WORKPLACE PENSION IN PLACE</b></li> </ul>	<p>The Council has a HR Committee which has met regularly during 2022-23. <b>Very Good Practice</b></p> <p>Mrs Gill Gray - Town Clerk (contract - 37 hrs pw)  Ms Chloe Wheatley Finance Asst (contract – 12 hrs pw) HR Comm 26 Jan 2021 agreed to increase the hours worked to 22hrs pw from 1 Feb 2021 and to 25hrs pw from 1 Sept 2021  N. Adams (permanent 20 hrs pw), Brandon Blake(from 1 April 2022) - Cleansing Operatives (contract – 15 hrs pw)  Vic James – Maintenance/Groundsperson at the Recreation Ground - 25hrs pw includes visual checks of equipment.</p> <p>Reception/Office Administrator Lindsey Harris (left 27 Oct 2022). Job Description changed and creation of a Deputy Town Clerk post (HR Comm 5 Oct 2022 Min 3449 and Council 10 Jan 2023 Min 3582.  Ruzina Begum appointed as Office Administrator from 1<sup>st</sup> February 2023.</p> <p>Annual Staff Appraisals in place Town Clerk appraises the staff and the Chair and Vice-chair of HR Comm appraises the Town Clerk</p> <p>DM Payroll Services Ltd</p> <p>Town Clerk – LGPS  Other staff - NEST  Pension regulator re-declaration of compliance – Council 21 July 2021 Min 2318</p>

<p><b>Payments</b></p>	<ul style="list-style-type: none"> <li>• Are all payments recorded and supported by appropriate documentation?</li> <li>• Are payments minuted?</li> <li>• Review of DD's and SO's ?</li> <li>• <b>STAFF costs definition for inclusion in Box 4 for 2022-23, check parity for 2021-22 ? Currently includes salary, tax, NIC &amp; Pension (employee &amp; ers) + taxable benefits ( home working allowance, broadband &amp; phone allowance etc NOT incl.</b></li> <li>• Has VAT been identified, recorded and reclaimed?</li> <li>• Have internal control procedures been adhered to?</li> <li>• Contracts: <ul style="list-style-type: none"> <li>○ What contracts exist?</li> <li>○ Compliance with SO's</li> <li>○ Have any new contracts or contract variations/extensions been awarded in the year?</li> <li>○ Procedures adopted for letting of contracts</li> <li>○ Have contract payments been made in accordance with the contract document?</li> </ul> </li> </ul>	<p>Most payments by BACS via Unity Trust Bank.</p> <p>Monthly schedules of payments are posted to the Council's website under the Council Finances page for 2022-23.</p> <p>The list of annual subscriptions and the list of direct debits were approved by Council 3 May 2022 Min 3191</p> <p>Staff cost definition in accordance with Best Practice.</p> <p><b>VAT claims;</b>  Amount claimed for the 4<sup>th</sup> quarter 2021-22 = £849 received 12 July 2022  1 April – 30 June 2022 - £1,265 to be re-submitted  1 June – 30 Sept 2022 - £1,403 received 15 Nov 2022  1 Oct – 31 Dec 2022 - £3,440 received 15 Feb 2023  1 Jan – 31 Mar 2023 - £1,362 to be claimed in 2023-24</p> <p><b>Sample contracts in place during 2022-23</b>  Lisa Campbell - office cleaning  KCC – lease photocopier/printer (and copier charges from March 2023)  BP Fuel Card  Euro Office – office supplies  BR-IT – IT services inc Office 365 Exchange and Office Plans (replaced by MITEC)  Smart Office Solutions Ltd – copier charges (replaced by KCC)  Fuse Collaboration Services – SharePoint/OneDrive back up  Boys &amp; Maughan Solicitors – legal advice re asset transfers from Thanet DC  Phoenix Link UK Ltd – phone &amp; broadband  Breakthrough Communications – digital survey and consultation statement for the Neighbourhood Plan (6 July 2021 Min 2752)  Octopus Energy – electricity and gas supply for 2 years from August 2022 (5 July 2022 Min 3307) 24 mth fixed price to August 2024 (Green Octopus tariff).  Hughes and Son – Grounds Mtce Contract for War Memorial Rec., Lymington Road (7 Sept 2021 Min 2810)  Goldstone Town Planning – Action Plan to progress the NP (4 Jan 2022 Min 2992)  Lefa Enterprises – Rent for Offices  Emma Dublin – Social Media Management (Council's FaceBook page)</p>
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<p><b>Receipts</b></p>	<ul style="list-style-type: none"> <li>• Are all receipts recorded correctly?</li> <li>• Are all receipts promptly banked?</li> <li>• Precept, CTSG and Sect 106 &amp; CIL payments</li> <li>• <b>Are income records inc allotments, burials, hirings adequate?</b></li> <li>• Are invoicing arrangements adequate?</li> <li>• <b>Ongoing Covid-19 implications?</b></li> </ul>	<p>Monthly schedules of receipts are posted to the Council's website under the Council Finances page for 2022-23.</p> <p>Some cash receipts used to top-up the petty cash float to a max of £300.</p> <p>Allotment Fees increased to (£50 full plot, £25 half plot plus £23 for water) from 1 Oct 2022 - F&amp;GP Comm 19 July 2022 Min 3337 Good allotments billing system in place including water recharges.</p> <p>Room rental income = £7,170 in 2022-23 compared to £651 in 2021-22 (eg Barclays Bank)</p>								
<p><b>Bank reconciliation &amp; PWLB Loans</b></p>	<ul style="list-style-type: none"> <li>• What current/deposit accounts exist?</li> <li>• <b>Investment Strategy recommended where bank balances are in excess of £100k.</b> FSCS aware ?</li> <li>• Are bank reconciliations regularly carried out for each account?</li> <li>• Level of Balances to Precept ratio</li> <li>• Are the cheque counterfoils, paying-in books and bank statements adequately referenced?</li> <li>• When was the last review of the banking arrangements?</li> <li>• <b>Internet Banking/Corporate Card and if in place Financial Regs updated ?</b></li> <li>• Signature review (Two signatures required?)</li> <li>• Any PWLB loans ?</li> </ul>	<p>The bank balances as at 31 March 2023 were</p> <table border="0"> <tr> <td>Unity Trust Bank cur a/c (1522) -</td> <td>£3,531</td> </tr> <tr> <td>Unity Trust Bank dep a/c (1535) -</td> <td>£83,879</td> </tr> <tr> <td>Petty Cash</td> <td>£295</td> </tr> <tr> <td style="text-align: right;"><b>TOTAL</b></td> <td><b>£87,705</b></td> </tr> </table> <p><b>The published Bank Reconciliation on the website only shows the Current Account, it does not show the Deposit Account balance.</b></p> <p>Monthly bank reconciliations signed off by Cllr O'Connor</p> <p>No card facility but PayPal account in place with a spend limit of £599 delegated to the Town Clerk/RFO.</p> <p><b>Credit Card facility established in Sept 2022 for the Town Clerk/RFO - the "multipay" card via Lloyds Bank, cleared each month via a DD from Unity Trust Bank.</b></p> <p><b>Signatories, Cllrs O'Connor, Cornford, Parry and Donaldson added in April 2022 to the Unity Trust bank mandate. Cllr Veck added in April 2023.</b></p> <p>No loans</p>	Unity Trust Bank cur a/c (1522) -	£3,531	Unity Trust Bank dep a/c (1535) -	£83,879	Petty Cash	£295	<b>TOTAL</b>	<b>£87,705</b>
Unity Trust Bank cur a/c (1522) -	£3,531									
Unity Trust Bank dep a/c (1535) -	£83,879									
Petty Cash	£295									
<b>TOTAL</b>	<b>£87,705</b>									



<p><b>Assets and Asset Register (AR)</b></p>	<ul style="list-style-type: none"> <li>• Are all the material assets owned by the Council recorded in an AR ?</li> <li>• Is the AR up to date?</li> <li>• Basis of Asset Values?</li> <li>• Are long-term investments recorded?</li> <li>• Are the valuations regularly reviewed?</li> <li>• Does the AR show the insurance values ?</li> <li>• Digital Photographic evidence?</li> <li>• Is there a separate Inventory List of low value items (e.g. below the insurance excess levels) ?</li> </ul>	<p>“Community Assets”, War Memorial Rec Ground and 2 shelters on Sea Road from Thanet DC to Westgate on Sea TC. The transfer took place in May 2021, the value of these assets is a nominal £1 per item and in the Asset Register for year ending 31 March 2022.</p> <p>Council approved the Inventory List/Asset Register 3 May 2022 Min 3191</p> <p>Council 1<sup>st</sup> March 2022 Min 3095 Community Asset Transfer Review – further discussions later during 2022-23.</p> <p>New asset in 2022-23 – Outside PA System £600 (1 July 2022)</p> <p>Year end Asset Value as at 31 March 2023 = £19,070</p>
<p><b>Year-end procedures Inc. AGAR</b></p>	<ul style="list-style-type: none"> <li>• Does the <b>2021-22 AGAR Statement of Accounts</b> agree with the cashbook?</li> <li>• Is there an audit trail from the financial records to the accounts?</li> <li>• Have debtors and creditors been properly recorded?</li> <li>• <b>Date of approval of 2021-22 AGAR &amp; Certificate of Exemption criteria met, exemption declared</b></li> <li>• <b>PROOF of public rights provision during summer 2022 &amp; website– AIAR ICOs</b></li> <li>• <b>Public Inspection Period Minuted ?</b></li> <li>• New governance compliance regime - refer to new <b>Practitioners’ Guide 2021</b></li> </ul>	<p>Accounting records were checked against the figures to be used in the AGAR Statement of Accounts for 2021-22, including the Bank Reconciliation.</p> <p>The AGAR 2021-22 was approved by Council 7 June 2022 Mins 3246 &amp; 3247, the RFO had signed off the Statement of Accounts on 13 May 2022</p> <p><b>Date of Announcement - 10 June 2022</b>  <b>Public Inspection period – 13 June to 22 July 2022</b>  <b>Evidence – Posting date to website shown as 10 June 2022</b></p> <p>The Council 7 June 2022 Min 3247 noted the proposed Public Inspection Period as mentioned above.</p>



<p>Additional tests – (as necessary)</p>	<ul style="list-style-type: none"> <li>• Computer systems: <ul style="list-style-type: none"> <li>○ The procedures for the backing up of computerised records</li> <li>○ Council owned PC/laptop ?</li> <li>○ <b>Email security</b></li> <li>○ <b>Encryption of data?</b></li> </ul> </li> <li>• <b>Trust Funds/Charities – Charity Commission filing?</b></li> <li>• Annual review of the effectiveness of Internal Audit inc. Appointment of IIA</li> <li>• <b>Website host and Webmaster and any changes?</b></li> <li>• <b>Website functionality &amp; accessibility NALC L09-18</b></li> <li>• <b>TRANSPARENCY CODE compliant especially for Exempt Authorities</b></li> <li>• <b>Post GDPR (May 2018)</b> <ul style="list-style-type: none"> <li>○ <b>Privacy Notice</b></li> <li>○ <b>Cllr email addresses?</b></li> <li>○ <b>Email disclaimer</b></li> <li>○ <b>Other matters inc DPO arrangements</b></li> </ul> </li> </ul>	<p>Microsoft Office 365 Business Standard 3 licences for staff plus Bitdefender</p> <p>Microsoft Office 365 Business Essentials 10 licences for Cllrs, linked with the generic email addresses for Cllrs set-up last year.</p> <p>BR-IT (Barry Lyndsell) for IT support issues (REPLACED by MITEC – Council 1 Nov 2022 Min 3481) and Fuse Collaboration Services for “back-up” services.</p> <p>Not applicable</p> <p>I was re-appointed Internal Auditor for 2022-23 Council 7 Feb 2023 Min 3645 Cllr O’Connor appointed as the Cllr Internal Auditor Council 3 May 2022 Min 3194</p> <p>Hugo Fox provides the website platform. The Town Clerk is regarded as the “webmaster”.</p> <p>Excellent website very easy to navigate and can open multiple webpages. There is an Accessibility icon allowing visitors to the website to turn on additional features.</p> <p><b>Review of website – Council 1 Nov 2022 Min 3479 to look at in 2023-24</b></p> <p>Satswana re-appointed DPO for 2021-22 Council 2 Nov 2021 Min 2920</p> <p>Latest Privacy policy adopted 7 June 2022 Cllrs Email Policy adopted 5 April 2022, the Staff Email and Communication Policy was adopted earlier in the year on 7 June 2022. Data Protection Policy adopted 5 April 2022</p>
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