

<p>Risk Assessment</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>Faversham Town Council</b></p> <p style="text-align: center;"><b>INTERNAL AUDIT 2021-2022</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 Faversham Town Council (the “Council”), that I have completed my interim internal audit of the Council’s records for the six month period to 30 September 2021, following my audit visit and subsequent conversations on 16 November 2021.</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 Town Clerk, Ms Lousie Bareham and Finance Clerk Ms Emma Sunley for their assistance given to me during my audit visit.</p>		
<p style="text-align: center;"><b>Area</b></p>	<p style="text-align: center;"><b>Item</b></p> <p>NB new/revised audit inspection for 2021-22 if applicable.</p>	<p style="text-align: center;"><b>Comments / Findings</b></p> <p style="text-align: center;"><b>Interim visit 16 Nov 2021</b></p>	<p style="text-align: center;"><b>Comments / Findings</b></p> <p style="text-align: center;"><b>Year-end Audit 25 May 2022</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 2020-21</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 2020-21 Report &amp; Certificate on 9 Sept 2021, the Report was noted by the Policy &amp; Resources Comm on 27 Sept 2021 Min 282</p> <p>There were no matters raised. The documents are on the website.</p> <p>Year-end internal audit conducted on 28 May 2021 P&amp;R Comm received the Report 28 June 2021 Min 259</p> <p>The only specific areas for concern to follow up on was the cash sums in excess of £300k as at 31 March 2021 held with NatWest Bank. P&amp;R Comm recommended £85k be transferred to Nationwide asap 28 June 2021 Min 260</p>	<p>The Interim report was noted by P&amp;R Comm 29 Nov 2021 Min 312</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>Return to "face to face meetings" discussed by P&amp;F Comm 26 April 2021 Min 237  Council 6 April 2021 Min359 agreed the recommendations in the Town Clerks report.  The Council and Policy &amp; Resources Meetings (formerly Policy and Finance) will be held "face to face", <b>all the other Committees will now meet as Working Groups "virtually" BUT and will make recommendations ONLY to either the P&amp;R Comm or full Council.</b></p>	<p>Meetings continued through the year on a "face to face" basis for P&amp;R and Council Meetings.</p> <p>P&amp;R 25 April 2022 Min 363 agreed the purchase of equipment to enable the introduction of "hybrid meetings" allowing people to join via Zoom technology and to be broadcast live</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>14 Councillors listed  Election results 6 May 2021  Cllr Mike Henderson  Cllr Christopher Cavanagh  Cllr Josh Rowlands</p> <p>DPIs available via the website</p> <p>May 2023</p>	<p>The cost of the three elections in May 2021 amounted to £11,895.</p> <p>The Council has an Ear Marked Reserve of £15,100 at 31 March 2022</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>P&amp;R Comm reviewed both Docs.  Standing Orders re-adopted –28 June 2021 Min 264</p> <p>Fin Regs reviewed 28 June 2021 Min 265</p> <p>Both document are on the website.</p>	<p>P&amp;R Comm 25 April 2022 Min 361 approved a couple of changes to the Standing Orders and Financial Regulations  AND  Reviewed the Scheme of Delegation</p> <p>All three documents were resolved as accepted as amended.</p>

Risk Management

<ul style="list-style-type: none"> <li>● <b>Risk Assessments</b> – Are they:             <ul style="list-style-type: none"> <li>○ Carried out regularly?</li> <li>○ Adequate?</li> <li>○ Reported in the minutes?</li> <li>○ <b>Inspections of play equipt etc if carried out by staff/Cllrs have they been trained, accredited?</b></li> </ul> </li> <li>○ <b>ANNUAL REVIEW ?</b></li> <li>● Insurance cover – is it:             <ul style="list-style-type: none"> <li>○ Appropriate/Adequate?</li> <li>○ LTA in place?</li> <li>○ Reviewed regularly?</li> <li>○ Fidelity Guarantee Cover £ (Balances + ½ Precept)</li> </ul> </li> <li>● Internal controls – are they:             <ul style="list-style-type: none"> <li>○ Documented?</li> <li>○ Adequate?</li> <li>○ Reviewed regularly?</li> <li>○ <b>Statement of Internal Control (SIC)?</b></li> </ul> </li> <li>● Systems and Procedures – are they:             <ul style="list-style-type: none"> <li>○ Documented?</li> <li>○ Adequate?</li> <li>○ Followed?</li> <li>○ Reviewed regularly?</li> </ul> </li> </ul>	<p>The Risk Assessment and Management Strategy 2021-24 can be found on the Council's website. The Annual Review of Financial Risk Assessment and Management was carried out by P&amp;F Comm on 22 March 2021 Min 224</p> <p>3-year LTA with Zurich Municipal in place to 31 March 2022. £2m Fidelity cover in place. Vehicle insurance for the Council van approved by P&amp;F Comm July 2019 -3-year LTA with Zurich Municipal to 3 August 2022.</p> <p>Month end financial reports audited by Cllr Barker confirmed he had carried out audit checks in the Minutes of P&amp;R Comm (eg Min 256 – 28 June 2021)</p> <p>Statement of Internal Control for 2020-21 was considered by Policy &amp; Resources 28 June 2021 Min 258</p> <p>Lots of policies and procedures in place and most on the Council's website under Strategic Documents", Policies &amp; Procedures and Finance Docs.</p>	<p>The Risk Assessment and Management Strategy Policy approved by P&amp;R Comm 28 Mar 2022 Min 352</p> <p>The Council approved a new 3-year LTA with Zurich Municipal to 1 April 2025 on similar terms and levels of cover as before (Fidelity cover £2m) The vehicle LTA expires 3 August 2022. A new Fine Art (All Risks) Policy has been secured to insure the Magna Carta and other charters some of which are going on display as part of the Magna Carta exhibition soon to be opened to the public. Collection Insurance Policy with Hiscox Underwriters arranged through Hayes Parsons specialist insurance brokers for 1 year initially from 15 May 2022 to 15 May 2023.</p> <p>The Finance Clerk made available the "audit checks" carried out by Cllr Barker. They were up to date to March 2022.</p> <p>Many policies reviewed via P&amp;R Comm most have been published/updated on the website.</p> <p><b>There are several policies that need updating on the website, the Town Clerk to address asap.</b></p>
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<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>Monthly monitoring of budgets by P&amp;R Comm with additional measures as described below under "Book-keeping"</p> <p>Budget Workshop planned for 28 November 2021. The Tax Base for 2022-23 has not been received yet initial thinking is not to increase the Band D Tax for 2022-23</p> <p>No special events held due to Covid-19 resulting in a "net-saving" to the Budget.</p>	<p>13 of the 14 Councillors attended the Annual Finance Meeting held on 17 Jan 2022 Min 515 approved the use of £63,000 from General Reserves towards the external decorations of the Guildhall and Town Hall and resolved the 2022-23 Budget of £640,215 as per Budget Summary attached to the Minutes.</p> <p>Min 516 approved the Precept Request of £553,132 being a 3% increase equating to a Band D tax of £80.39 for 2022-23</p> <p>P&amp;R Comm 24 Jan 2022 Min 329 resolved to accept the 3<sup>rd</sup> Quarter Monitoring Report (9 months to 31 Dec 2021).</p> <p><b>Cllr Cavanagh requested a simple dashboard/matrix for the accounts reporting and has since discussed this with the Town Clerk and Cllr Barker. Whatever is agreed needs to be easily extracted from the Accounting Software and converted into a dashboard design for Budget Monitoring purposes. Suggest this is "trialled" for say 6 months.</b></p>
<p><b>Section 137 expenditure</b></p> <p><b>£8.41 FOR 2021-22</b> (£8.32 FOR 2020-21)</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>Not required GPC adopted in May 2019.</p> <p>Grants Policy on the website.</p>	
<p><b>Book-keeping</b></p>	<ul style="list-style-type: none"> <li>Cashbook - is it: <ul style="list-style-type: none"> <li>Fit for purpose?</li> <li>Up to date?</li> <li>Arithmetically correct?</li> <li>Balanced regularly?</li> </ul> </li> <li><b>Turnover above £200k pa ? Income &amp; Expenditure basis of accounting?</b></li> <li><b>Record keeping and the arrangements in place to store previous year's accounts etc.</b></li> </ul>	<p>Rialtas Omega system in place managed by the Finance Asst.</p> <p>Facilities Booking System from Rialtas approved by P&amp;R 28 June 2021 Min261</p>	<p>P&amp;R Comm 24 Jan 2022 Min 328. Town Clerk confirmed staying with Rialtas Accounting Package (Income &amp; Expenditure basis).</p> <p>Of the many local councils I have had contact with over the last 10 years the majority use Rialtas as their accounting package. Some of the commercial biased packages like Sage and Zero would require too much customisation to make it workable and would probably require a specialist knowledgeable to customise and manage. If the Town Council had some significant "income streams" it might be worth looking at another accounts package.</p>

<p>Petty Cash</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>N/A</p>	
<p>Payroll</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 during the year?</li> <li>• Have there been any changes to individual contracts during the year?</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>No significant changes to existing working arrangements, all staff have “returned to work in the Offices” in some form agreed with the Town Clerk.</p> <p>The Facilities Manager now line manages the two Cleaners and does extra hours when contracted out to Oare PC, who are recharged for his services.</p> <p>Ms Brooke Williams redesignated – Community Development Officer</p> <p>Two Apprentices appointed – Abi Rainbow – Business Administration (from 17 Aug 2021) and Joseph Hannah Property Mtce &amp; Facilities (from 6 Sept 2021)</p> <p>The Council has commissioned SLCC to undertake a staff review.</p> <p>Sage Payroll software used by the Finance Asst.</p> <p>LGPS pension scheme in place available to all eligible staff</p>	<p>Most staff now back in the office permanently. Two junior members of staff have left, Ms Brook Williams (Community Development Officer) and Abi Rainbow (Apprentice Business Admin).</p> <p>A new post of Assistant to the Town Clerk is being advertised.</p> <p>2021-22 National Pay Award belatedly agreed, the back pay payments were paid with the March 2022 salaries.</p> <p>Staff Review completed</p> <p>5 staff are members of the pension scheme.</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 2021-22, check parity for 2020-21 ? 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>Monthly schedules checked against payments approved and paid – these are then listed on the website. Cllrs are expected to undertake monthly checks of the payment system. Check lists to Sept 2021 on-file.</p> <p>DD's set up for Sage payroll, Bulb, Royal Mail, New Star Networks, Lease Plan UK Ltd</p> <p>RBS Omega accounting package fully complies with the AGAR definition of “staff costs”.</p> <p><b>Vat claims:-</b> Qtr. 4 Jan to 31 Mar 2021 - £5,161 recd 2 June Qtr. 1 Apr to 30 Jun 2021 - £8,307 recd 28 Sept Qtr. 2 July to 30 Sept 2021 - £13,301 submitted</p> <p><b>Sample contracts/agreements in place-</b> Faversham Designs – visitfaversham.org Mitec Group – IT support Office 365 licences &amp; TalkTalk contracts D Miller – window cleaning KCS Prof. Services – Office printer rental Stannah Lift Services Ltd – lift mtce/servicing Zonkey Solutions Ltd – Council website design/development Rialtas Business Solutions Ltd – IT/training support for the financial package Phil Jones Associates Ltd – 20 mph design/consultancy Berendt Consulting Ltd – consultant for the “20 is plenty” initiative. JBS Trees Services – tree works Countrystyle – wheelie bin service</p>	<p>Checklists up to date.</p> <p>Qtr 2 £13,301 received 16 Nov 2021 Qtr 3 1 Oct to 31 Dec 2021 - £17,336 recd 8 Feb '22 Qtr. 4 1 Jan to 31 Mar 2022 - £7,298 submitted</p> <p>Darius Wilson – Magna Carta exhibition area P Wave Medical Ltd – First Aiders for the Events such as the recent Festival of Transport.</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 136 payments</li> <li>• Are internal controls of cash adequate?</li> <li>• Are invoicing arrangements adequate?</li> <li>• <b>Ongoing Covid-19 implications?</b></li> </ul>	<p>Faversham and District Community Lottery overseen by the Lottery Working Group who reports to P&amp;R Comm change in distribution % approved by P&amp;R 27 Sept 2021 Min 284</p> <p>£1 goes towards Community Fund Good Causes – 50p FTC Community Fund – 10p from all tickets sales Admin. Fee – 20p Prize Fund – 20p</p> <p>Externally managed by Gatherwell Lottery management Co.</p>	<p><b>Community Lottery has raised £40,000 for “local causes” in its first year.</b></p> <p>Town Jetty re-opened April 2022</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. FSCS aware ?</b></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>Bank Balances as at 30 Sept 2021 checked</p> <table border="0"> <tr> <td>NatWest Current a/c No. 1133</td> <td>- £100</td> </tr> <tr> <td>NatWest Deposit a/c No. 8193</td> <td>- £513,498</td> </tr> <tr> <td>NatWest Deposit a/c No. 5901</td> <td>- £104,350</td> </tr> <tr> <td>Lloyds Bank a/c No. 9160</td> <td>- £70,045</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>£687,993</b></td> </tr> </table> <p><b>The Council has recently approved the transfer of £85k to open a Nationwide Business 95 day Saver account (3556) BUT the Council needs to spread the cash reserves wider rather than leave such huge sums with NatWest Bank.</b></p> <p>Lloyds Bank signatories are Cllrs T Martin, J Saunders, B Martin and Ms C Jackson, the Town Clerk and Finance Asst are also signatories to enable them to undertake the administrative roles. Nationwide signatories are Cllrs Rowlands, Barker, T Martin and T Williams.</p> <p>Year-end sums outstanding at 31 March 2021 = £1,057,159</p>	NatWest Current a/c No. 1133	- £100	NatWest Deposit a/c No. 8193	- £513,498	NatWest Deposit a/c No. 5901	- £104,350	Lloyds Bank a/c No. 9160	- £70,045	<b>TOTAL</b>	<b>£687,993</b>	<p><b>Bank Balances as at 31 March 2022 checked</b></p> <table border="0"> <tr> <td>NatWest Current a/c No. 1133</td> <td>- £100</td> </tr> <tr> <td>NatWest Deposit a/c No. 8193</td> <td>- £246,559</td> </tr> <tr> <td>NatWest Deposit a/c No. 5901</td> <td>- £19,351</td> </tr> <tr> <td>Lloyds Bank a/c No. 9160</td> <td>- £101,651</td> </tr> <tr> <td>Nationwide a/c No. 8973</td> <td>- £85,111</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>£452,772</b></td> </tr> </table> <p><b>Charge Card well used with monthly spend limit of £2,000, may need to consider raising the spend limit.</b></p> <p>P&amp;R 29 Nov 2021 Min 313 Signatory list reconfirmed as –  <b>NatWest</b> – Cllrs Barker, Hook, Jackson, B Martin, T Martin, Reynolds, Saunders and Thomas  <b>Lloyds</b> – Cllrs Saunders, T Martin and Jackson  <b>Nationwide</b> – Cllrs Barker, Rowlands, T Martin and Williams</p> <p><b>Additional signatories for the Lloyds Account in hand</b></p> <p>Year-end sums outstanding at 31 March 2022 = £1,046,422</p>	NatWest Current a/c No. 1133	- £100	NatWest Deposit a/c No. 8193	- £246,559	NatWest Deposit a/c No. 5901	- £19,351	Lloyds Bank a/c No. 9160	- £101,651	Nationwide a/c No. 8973	- £85,111	<b>TOTAL</b>	<b>£452,772</b>
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<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 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>Additional computer hardware includes a Lenovo lap</p> <p>The modification works to create a “visitor centre area”, due to finish ready for opening Jan 2022. The Magna Carta display scheduled for Spring 2022.</p>	<p>Increase in Asset Register values to 31 March 2022 = £77,953 as reported on the Section 2 Accounting Statements.</p> <p>Largest single item £56,000 Exhibition cabinets for Magna Carta exhibition. Other items include 7 pieces of IT equipment, Motorola handsets and chargers and gazebo.</p> <p><b>Asset Value at 31 March 2022 = £3,070,423</b></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 2020-21 AGAR &amp; Certificate of Exemption criteria met, exemption declared</b></li> <li>• <b>PROOF of public rights provision during summer 2021 &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>Year-end procedures to be checked at final audit</p> <p>The AGAR 2020-21 was approved by Council 7 June 2021 Mins 387 &amp; 388, the RFO had signed off the Statement of Accounts on 28 May 2021</p> <p><b>Date of Announcement – 11 June 2021</b>  <b>Public Inspection period – 14 June to 30 July 2021</b>  <b>Evidence – Posting date was the 11 June 2021</b></p>	<p>Draft AGAR 2021-22 figures for the Statement of Accounts were audited and compared to the RBS reports and bank statements provided.</p> <p><b>NB Councils are requested to formally minute the Public Inspection Period as part of the AGAR approvals</b></p> <p><b>Extract from Publication Requirements shown on Page 1 of the AGAR Form 3</b></p> <p>It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.</p> <p><b>Extract from Detailed Instructions issued by PKF Littlejohn</b></p> <p>Publishing means inclusion <b>on the authority’s website*</b>. Publication on a notice board is not mandated but is good practice;</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>• Trust Funds/Charities – Charity Commission filing?</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 (23 Sept 2020 deadline) NALC L09-18</b></li> <li>• <b>TRANSPARENCY CODE</b> Compliant especially for Exempt Authorities</li> <li>• <b>Post GDPR (25 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>No change to the IT support, back-up and security arrangements. IT security arrangements including back-up in place and overseen by MITEC Solutions Office 365 applications in use Virtual meetings via Teams and Zoom. VOIP phone system in place.</p> <p>The website provided by Zonkey Solutions Ltd went live in December 2020.</p> <p>Functionality has improved. Webmaster is the Town Clerk</p> <p>Policies &amp; Procedures page on the website contains 9 documents relating to GDPR including “privacy notices” Elected Cllrs have their own @favershamtowncouncil.gov.uk email address</p>	<p>No changes since my last visit.</p>
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