**Response to the Action Points raised in the Audit Report 2019/2020.**

Response in red font.

Smaller Council: Yes

Website: www.yaxleyu.onesuffolk.net

1. all items of expenditure above £100

*Published – Yes – contained within the minutes*

b) annual governance statement (By 1 July)

*2019 Annual Return, Section One Published – No*

* This will be added to the website.

c) end of year accounts (By 1 July)

*2019 Annual Return, Section Two Published – No*

* This will be added to the website.

d) internal audit report (By 1 July)

*2019 Annual Return, Section Four Published – No*

* This will be added to the website.

e) list of councillor or member responsibilities

*Published – Yes*

f) the details of public land and building assets (By 1 July)

*Published – Yes (2017-2018)*

g) minutes, agendas and meeting papers of formal meetings

*Published – Yes*

*The Council have yet to meet the requirements of the Transparency Code. Guidance on documents that need to be published can be found on* [*https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/388541/Transparency\_Code\_for\_Smaller\_Authorities.pdf*](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/388541/Transparency_Code_for_Smaller_Authorities.pdf)

***Recommendation:*** *To comply with the requirements of the Transparency Code in accordance with the attached guidance.*

Certificate of Exemption

*Certificate of Exemption Published - No*

***Recommendation:*** *To publish the Certificate of Exemption on the council website.*

* This will be added to the website.

Action: The Clerk will ensure that all the required paperwork is sent to the person who has responsibility for the Parish Council’s website.

**Budgetary controls** Verifying the budgetary process with reference to council minutes and supporting documents

* Precept: £5,250 (2019-2020) Date: 19/12/2018 (Ref: 9.c)
* Precept: £6,250 (2020-2021) Date: 29/1/2020 (Ref: 10.d)
* *Satisfactory budgetary procedures are in place. The precept for 2019-2020 was agreed in full council, however, the precept amount for the year of audit has not been minuted.*
* *The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.*
* ***Recommendation:*** *The precept amount should be included in the minutes as a formal resolution.*
* The precept amount for 2020/2021 was included in the minutes as a formal resolution.

*It is noted that councillors complete dispensation forms prior to setting the precept. This requirement was retracted by the government and is no longer required.*

* This will not take place in the future.