

<p><b>Risk Assessment</b></p> <p><b>HIGH</b> 0</p> <p><b>MEDIUM</b> 1</p> <p><b>LOW</b> 15</p>	<p style="text-align: center;"><b>Hawkhurst Parish Council</b>  <b>INTERNAL AUDIT 2021-2022</b>  <b>AUDIT PLAN WITH COMMENTS / FINDINGS</b></p> <p>I am pleased to report to Members of the Hawkhurst Parish 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 2022, following my audit visits and subsequent conversations on 14 April 2022.</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 Mr Richard Griffiths and RFO, Ms Anita Maxwell for their assistance given to me during my audit visit.</p> <p>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 2021-22 Year-end Audit season. It has been a pleasure working with the Council over the last 5.5 years, my first audit visit was in October 2016!</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>Year-end Audit 31 March 2022</b></p>
<p>Previous Audits</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 AGAR on 26 Sept 2021. There was one "except for" matter relating to failure to approve the AGAR in time to publish it before 1 July 2021. As a result an "Other Matter" was raised concerning the failure to exercise the Public Rights in 2021-22, which must include the first 10 working days of July. Assertion 4 of the Annual Governance Statement for 2021-22 MUST be answered "NO". Council 15 Nov 2022 Min 6.1 noted the Report.</p> <p>Council considered the Internal Audit Findings 8 July 2021 informally as the Meeting was not quorate, discussed 19 July 2021 Min 6.4</p>
<p>Minutes</p>	<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>Council made aware that "virtual meetings" were to cease being a decision making forum from 6 May 2021. – Council 19 April 2021 Min 7.5</p> <p>The AGM held on 17 May 2021 was held as a "face to face" meeting at the KGV Sports Pavilion with the Public encouraged to use the "Zoom link" to attend the Meeting. Protocol discussed by Council 4 May 2021 Min 5.2.</p> <p>The Council continues to make Meetings available via Zoom enabling both Councillors (eg self-isolating) and the public to attend remotely, the Councillors are aware they "cannot" vote on any decisions being made.</p> <p>Officer should be listed as attendees to all meetings attended.</p>

<p>Code of Conduct/ Acceptance of Office</p>	<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>Cllrs Fitzpatrick, Whittle, Lusty and Appelbe were stepping down – Council 19 April 2021 Min 7.7  May 2020 Election deferred to <b>6th May 2021 – 11 nominations received for 13 seats = Uncontested Election -</b>  Council 19 April 2021 Min 7.9  Michael Anderson and David Lloyd Owen – co-opted 19 July 2021</p> <p>DPI's via a link to the TWBC website – NB Rachel Fagg is also listed but is a resident representative on the Community &amp; Sports Centre Committee (non-voting) - co-opted 29 Nov. 2021  <b>Post Audit Note:</b> Cllr Taylor-Smith, Pyne and Weeden have recently resigned as Councillors – Council 25 April 2022.</p>
<p>Standing Orders and Financial Regulations</p>	<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>• Updated re New NALC Models SO's 2018, Fin Regs 2019 ?</li> <li>• Two signature rule still in place?</li> </ul>	<p>Standing Orders were reviewed by Council on 12 Oct 2020 Min 7.1 &amp; 9 Nov 2020 Min 7.4, includes a “virtual meeting protocol” as Appendix A. A further review by Council 21 Feb 2022 Min 7.1 alongside a revision of Terms of Reference of Committees</p> <p>Financial Regulations reviewed and adopted by Council 19 April 2021 Min 7.1 <b>The Minute included a very detailed amendment relating to “Payments”, in my view this will be very unwieldy and very time consuming to actually monitor and produce an annual “payment performance report”. I doubt whether the Scribe Accounting system can capture that sort of information. Most SME's are happy with the payment arrangements with PC's, which at worst are on a monthly cycle and they know payment will be forthcoming assuming there is no issue with the goods and services provided. The “practicalities” of introducing these arrangements need to be properly reviewed including “Officer time” to do it.</b></p> <p>Both documents are on the Council's website under the Policies &amp; Regulations section.</p> <p>Council 13 Dec 2021 approved delegated powers to the Clerk in conjunction with the Chairman and other “Chairs” as appropriate.</p>

Risk Management

- **Risk Assessments** – Are they:
  - Carried out regularly?
  - Adequate?
  - Reported in the minutes?
  - **Inspections of play equipment etc 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?

Detailed risk assessments in place for the Copt Hall, King George V Hall, (24 Jan 2021), potential “users” are asked to do a risk assessment on how they intend to use the hired facilities.  
The External Caretaker undertakes regular visual inspections of Council assets including play equipment (he has been trained but lapsed during lockdown, booked on a future course). Sovereign Design Play Systems Ltd carry out bi-monthly compliance inspections of the play equipment with ROSPA inspections done by Playsafety Ltd.  
The Corporate Risk Register June 2021 reviewed by Strategy, Administration & Projects Committee (SAP) 14 June 2021 with recommendations to Council. This Risk Register was reviewed recently and Council 21 March 2022 Agenda 7.2 asked to adopt the Risk Register.

Corporate Risk Register March 2022 on the website.

Insurance cover provided by Zurich Municipal - a 3-year LTA running to 31 March 2022. The Agreement has been renewed with Zurich Municipal for 1 more year pending a more indepth review of the insurance requirements.  
The Parish Office is covered by insurance via Broomhill Management Co Ltd. (Aon using an Aviva property insurance policy). There is reference to a tenant (the Council) within the policy documents. NB this will need to be incorporated into the Council’s policy if the Offices are purchased.  
£250,000

The Statement of Internal Control for 2021-22 will either be on the AGM Agenda (May 2022) or the next Meeting of the SAP Comm.

Various Policies and Regulations were reviewed/adopted during 2020-21 and are on the Council’s website, examples being Complaints Procedure (Nov 2020), Walking & Cycling Policy (July 2020) and Metal Detecting Policy (Jan 2021)  
HPC Cemetery Regulations – Jan 2021  
HPC Allotment Tenancy Agreement – 2020  
HPC Community Grants – Policy and Application Form  
Retention and Disposal Policy – Council 16 Aug 2021 Min 6.3

<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>Approved Budget for 2021-22 = £250,270, Precept = £232,475</p> <p>The RFO provides quarterly monitoring reports to Council (eg 1<sup>st</sup> Qtr 30 June - 16 Aug 2021 Min 6.7 , to Nov 2021 linked to Budget 2022-23 discussion - 13 Dec 2021 Min 6.3)</p> <p>Reserves Allocation as at August 2021 – Total Reserves £183,974 inc £45,000 General Reserve on the website. 16 Aug 2021 Min 6.5</p> <p>The Budget &amp; Precept discussions for 2022-23 – Council 13 Dec 2021 Min 6.4 listed key points with decision deferred to the January 2022 Meeting. Council 10 Jan 2022 Min 6.1 - ratified the Precept proposal of £249,321 (2021-22 - £232,475) a 7% increase but due to an increase in the Tax Base for 2022-23 the Band D impact would be 3.8% increase. <b>Council also considered the Reserves position at the same Meeting Min 6.2, the Total Reserves inc General Reserves remained the same as reported in August 2021 – Good Practice.</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>Total payments in 2021-22 = £5,079 including the contribution to the Royal British legion another area to benefit was works related to defibrillators.</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>● <b>Record keeping and the arrangements in place to store previous year's accounts etc.</b></li> </ul>	<p>Scribe accounts (now on-line) with extracts to Excel spreadsheet. The charitable activity has to be excluded from the AGAR figures presented on Section 2 Statement of Accounts, which is a complication during the year-end closure. NB for the AGAR submission 2021-22 PKF Littlejohn has requested confirmation of the “filing of the charity accounts with the Charity Commission as part of the “Intermediate Level Review” imposed on all parish/town councils with gross income and expenditure greater than £200kpa.</p> <p>Scribe Cemetery Package approved 19April 2021 Min 7.4 Implementation in progress hopefully on-stream in 2022</p> <p>The Council accounts on an Income &amp; Expenditure basis and fully complies with the expected record keeping arrangements.</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 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>Parish Clerk – Mr R Griffiths (37hrs pw)  Deputy Clerk &amp; RFO – Ms A Maxwell (20hrs pw)  Warden – Mr P Hazell (37 hrs pw) (former role was External Caretaker)  Cleaner Copt Hall &amp; Sports Pavilion – Ms S Morley did not return from “furlough” and resigned April 2021. A contract cleaner (Ms Hazell) has taken over the duties for the time being</p> <p>Parish Councillor Basic Allowance of £330pa was approved by Council 19 July 2021 -Min 6.1)  <b>(NB</b> only payable to an “elected” Cllr, not a “co-opted Cllr.) 6 Cllrs claimed this allowance in 2021-22, with 2 Cllrs requesting their Allowances be put towards the Golf Club Planning Appeal Fund.</p> <p>Detailed records of pension payments, PAYE and NI inspected (P30’s) and random sample of payslips checked. P60’s inspected</p> <p>Outsourced to Beechcroft Accountancy Services (Jackie Pudney). Details of any overtime etc to be paid provided by the RFO each month as required.</p> <p>Peoples Pension – Clerk , RFO the Warden has “opted out”.</p>

<p>Payments</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>Payments schedules provided to Cllrs prior to Meetings and approved for payment as appropriate, the schedules also include payments made by DD/SO and Debit Card since the last meeting.</p> <p>Payments made via Lloyds Debit Cards issued to the Clerk &amp; Deputy Clerk/RFO</p> <p><b>The Council hasn't formally reviewed the DD &amp; SO's payments for a while, although the payments made by these methods are included in the monthly payment listings. Recommend a former review by Councillors.</b></p> <p>Staff expenses/allowances within Scribe have been excluded from the staff cost centre to make the year-end accounting easier and compliant with the rules.</p> <p><b>VAT claims submitted during 2021-22 totalled £26,450 -</b>  Period 1 Jan to 31 Mar 2021 - £5,182  Period 1 April to 30 June 2021 - £5,135  Period 1 July to 31 Aug 2021 - £2,782 – NB £13,099 recd 8 Feb 2022, covering 3 claim periods  Period 1 Sept to 31 Dec 2021 - £13,351 recd 30 Mar 2022</p> <p>Period 1 Jan to 31 Mar 2022 - £2,498 to claim in 2022-23</p> <p>There have been various specialists/consultants appointed to assist with the design/costing of the proposed Community Centre Project and associated works.  Streetlights Ltd – streetlight mtce.  Commercial Services Ltd – Grounds Mtce. Contract  BT – broadband service  Collectmywaste – commercial waste contractor  Grenkeleasing – photocopier rental  Microshade – website hosting, back-up support  Richard Max &amp; Co (solicitors) – legal support associated with the Golf Club planning application  HS Services Partnership – HR advice as required</p>
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<p>Receipts</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>Precept 2021-22 - £232,475  Cemetery receipts £10,705 (£6,308 – 2020-21)  Allotments £1,825 (£1,903 – 2020-21)  Victoria Hall £9,229 (£5,650 – 2020-21)</p> <p>Council agreed the Facility &amp; Services (FAS) Comm recommendations for the Allotment Fees increase by £2 per full plot and £1 per half-plot – 16 Aug 2021 Min 7.1 Other fees considered by FAS 14 March 2022 Min 6.9, in future to be effective from 1 Oct each year</p> <p>Electricity refund of £4,019 relating to the Parish Office to be used towards the “archiving costs” – Council 18 Oct 2021 Min 6.4  The billing arrangements in place are adequate, the Scribe Cemetery package is planned to be used in 2022-23. Income figures have improved since the re-opening of facilities <b>NB</b> charitable activities not covered in these figures</p>										
<p>Bank reconciliation &amp; PWLB Loans</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 31 March 2022 were –</p> <table border="0"> <tr> <td>Lloyds (No. 1) current a/c (0508) -</td> <td>£10,001 (sweep arrangement in place)</td> </tr> <tr> <td>Lloyds (No. 2) Access Res a/c (7860) -</td> <td>£85,343</td> </tr> <tr> <td>Cambridge &amp; Counties Bank a/c (7060) -</td> <td>£89,380</td> </tr> <tr> <td>Cambridge Bu Soc a/c (4610) -</td> <td>£84,720</td> </tr> <tr> <td></td> <td><b><u>TOTAL</u> £269,444</b></td> </tr> </table> <p>There were two small sums of unrepresented cheques £336 to adjust the year-end balance to <b>£269,108 (Statement of Accounts - Box 8)</b></p> <p>Reserves Policy – March 2019 and Reserves Allocation 2021 on the website</p> <p>Lloyds Debit Cards – first used in Nov 2020.</p> <p>The RFO has arranged for the removal of former Cllrs from the signatory list and replaced with new Cllrs including Cllr Green, Paish, Pyne and Taylor-Smith. Cllr Anderson to be added.  <b>Post Audit Note:</b> Cllr Taylor-Smith, Pyne and Weeden have recently resigned as Councillors – Council 25 April 2022.</p> <p>No loans</p>	Lloyds (No. 1) current a/c (0508) -	£10,001 (sweep arrangement in place)	Lloyds (No. 2) Access Res a/c (7860) -	£85,343	Cambridge & Counties Bank a/c (7060) -	£89,380	Cambridge Bu Soc a/c (4610) -	£84,720		<b><u>TOTAL</u> £269,444</b>
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	<b><u>TOTAL</u> £269,444</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><b>NB I noticed a reference to a revaluation of Council Assets within the Minutes. The Council has established the policy of using the actual cost (net of VAT) when adding new assets, unless the assets have been “gifted or transferred”, when the convention is to value at a “nominal £1”. Council assets are NOT subject to the commercial concepts of depreciation and revaluations in terms of the asset valuation reported in the AGAR. Revaluations can be used for insurance purposes and in the case of asset disposals.</b></p> <p>Asset Policy approved by Council 11 March 2019, published on the website conforms with the above.</p> <p>The Clerk updated me on the progress on the New Community Centre and outdoor facilities.</p> <p>There were minimal changes to the Asset Register values reported for 31 Mar 2022 shown in the Statement of Accounts.</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>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>Council approved the 2020-21 AGAR on 19 July 2021 Min 6.4.2 &amp; 6.4.3. The RFO signed off the Statement of Accounts on 5 July 2021</p> <p><b>Date of Announcement - 23 July 2021</b>  <b>Public Inspection period – 26 July to 7 Sept 2021</b>  <b>Evidence – Unfortunately the RFO was unable to provide evidence of the posting of the Public Notice to the website as the website provider was unable to provide the necessary transactional analysis. The RFO will instead take a screen shot of the 2021-22 AGAR posting.</b>  <b>Extract from Detailed Instructions issued by PKF Littlejohn</b>  Publishing means inclusion <b>on the authority’s website*</b>. Publication on a notice board is not mandated but is good practice;  <b>Extract from Publication Requirements shown on Page 1 of the AGAR Form 3</b>  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>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 (23 Sept 2020 deadline) NALC L09-18</b></li> <li>• <b>TRANSPARENCY CODE compliant especially for Exempt Authorities</b></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 significant changes made to the computer arrangements since my last audit visit. The Council has re-appointed Microshade Business Solutions Ltd to host the website and provide IT support/back-up for a further 3 years – Council 15 Nov 2021 Min 6.5 Includes the iBabs technology for use with Councillors Apple iPads.</p> <p><b>Charity Commission submissions HCT (Copt Hall) Min 6.6 &amp; KGV Min 6.7 approved by Council - 20 Sept 2021</b></p> <p>Re-appointment of myself as the Independent Internal Auditor – Council 15 Nov 2021 Min 6.2 <b>Please Note this will be my last Audit Report for the Council as I am retiring after completion of the 2021-22 AGAR season. It has been a pleasure working with the Council over the last 5-6 years.</b></p> <p>Webtec Design – developers of the website <a href="http://www.hawkhurst-pc.gov.uk">www.hawkhurst-pc.gov.uk</a> Domain Support Ltd – provider of the domain name licence</p> <p>Accessibility Audit – provided by All Able Ltd carried out in August/Sept 2020 UserWay.org accessibility widget in place providing an “accessibility menu” for visitors to the website should they require additional facilities to view the website content.</p> <p>Freedom of Information Policy and Publication Scheme adopted – Council 21 Mar 2022 Min 7.4</p> <p>GDPR Review – considered by SAP and considered by Council 25 April 2022</p> <p>Cllrs have generic email addresses – <a href="mailto:joe.bloggs@hawkhurst-pc.gov.uk">joe.bloggs@hawkhurst-pc.gov.uk</a> The introduction of the Cllr iPads has increased security and GDPR compliance.</p>
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