

**Sandford St Martin Parish Council
Internal Audit
Action Plan 2025/2026**

Recommendation	Action By Parish Council	Date Recommendation Actioned & Minute Number
<p>Review of Internal Controls - The Council to consider an accounts package, such as Scribe, for the Receipts and Payments and producing end of year accounts etc, which will assist the Clerk greatly in their role.</p> <p>The Council could consider providing the Clerk with a debit card for small purchases, with an approved limit.</p>		
<p>Reserves - Reserves for elections should be included and ear-marked by the Council.</p>		
<p>Asset Register - Deeds and titles be included in the Asset Register.</p> <p>Council could consider including photographs of assets in the Register and publishing this version on its web site.</p>		

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Further Recommendations

Recommendation	Action by Parish Council	Date Recommendation Actioned & Minute Number
Training - Councillors should attend any relevant training offered by OALC.		
Freedom of Information and Data Protection (Assertion 10) - Council to consider adopting a Subject Access Request (SAR) Procedure and Data Breach Policy. Policies be published on the Council's web site.		

Theresa Goss
Internal Auditor
30 April 2026

