

## Do the Numbers Limited

37 Upper Brownhill Road

Southampton, SO16 5NG

023 8077 2341

15<sup>th</sup> April 2019

Beverley Bridgman , Clerk  
Upton Grey Parish Council  
Chippington Cottage, Weston Road  
Upton Grey RG25 2RJ

Dear Beverley,

### **Subject: Review of matters arising from Internal Audit for 31 March 2019**

Please find below the list of matters arising following my visit today. Overall I found the records of the council to be in extremely order and I felt that the visit went well.

<b>Control area</b>	<b>Issue</b>	<b>Recommended Action</b>
Fidelity Insurance	The council has an appropriate level of cover, but the insurer appears to have applied a £2500 excess – which makes the insurance effectively unclaimable for a parish as small as UGPC.	When the insurance is next reviewed, the rationale for this unusual excess should be evaluated with the insurer.
Play equipment	The council during the year removed some more play equipment that had reached the end of its life.	Over the coming months, an assesment of the remainder and the long term status of the play area should be assessed.
Social media	The council does not have social media accounts of its own, by there is an Upton Gray community page.	It may be worth the clerk asking if council meetings and important information could be publicised.
Transparency code	The agenda for the next meeting does not contain all of the supporting pages.	Under the transparency code, the full agenda pack should be published on the web (and retained on the site if the minutes do not contain the full pack.
New member training	The council has three new members from May. The clerk will need to ensure that there is continuity of information.	Training courses which comprise generally applicable CPD are available. All new members should make use of them.

Please find attached my bill for the agreed fee. If you or your members have any queries or require further information, please do not hesitate to contact me.

Regards



Eleanor S Greene