

# Do the Numbers Limited

37 Upper Brownhill Road  
Southampton, SO16 5NG

023 8077 2341

12<sup>th</sup> April 2021

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 2021**

Please find below the list of matters arising following my visit today. The internal audit took place during the COVID lockdown and appropriate allowance has been made for such.

Overall I found the records of the council to be in extremely order and I felt that the visit went well.

Control area	Issue	Recommended Action
Freedom of information	The council has been subject to a freedom of information request in the year. Great care should be taken by the proper officer and by members that only council email accounts should be used for business that could be deemed pertaining to the council. Messages where the council is 'copied in' should only be retained for as long as strictly necessary.	Members should ensure that they properly segregate council and non council emails, so as to avoid the stress of an ICO ruling ( <a href="#">see here</a> )
Website accessibility	The parish council has taken a proportionate view to updating its website for the new regulations.	Clear guidance is <a href="#">here</a> regarding the use of accessibility statements rather than website rewrite.

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