

Do the Numbers Limited  
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1<sup>st</sup> May 2019

Katrina Blee, Clerk  
Corfe Mullen Parish Council,  
Council Office, Towers Way  
Corfe Mullen,  
Dorset BH21 3UD

Dear Katrina,

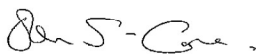
**Subject: Review of matters arising from Internal Audit for 31 March 2019**

Please find below the list of matters arising from my visits today and earlier in the year. Overall I found the records and systems of the council to be in excellent order.

Control	Issue	Recommended Action
Electronic Payments	The controls of the council are such that changing from cheques to electronic payments would increase transparency, save officer time and administration cost and allow the bank statement to become a useful record of the accounts.	Under the "Safeguarding Public Money" guidance, the council could add electronic payments to its existing bank account using the controls that already work for the credit card.
Transparency code	The asset register on the website only includes land and buildings rather than all assets.	When the register is approved at year end, the full document should be published to the website.
Flagpoles	The council has considered acquiring a flagpole for ceremonial purposes.	Before doing so, members and officers need to ensure that they understand the obligations and implications of such a move ( <a href="#">Government guidance here</a> )
Quotes and tenders for work	When the council awards contracts for work following a quote or tender process, it does not always clearly name the winner and the amount of the contract.	As such items, when they are paid, are likely to be significant, care should be taken to ensure that the advance minute approval is clear.
Social media accounts.	The council does not at present have any social media accounts. The website of the council meets all of the requirements of the Transparency Code and freedom of Information act.	If the council were to bring in social media accounts, sufficient officer resources would be needed and clear policies and protocols adopted to meet best practice.

Please find enclosed my invoice for the agreed fee. If either you or your councillors have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene