

Minute	Action	Notes	Assigned	Status	Date completed
24 Aug 2022					
068/22	Internal audit action - June audit - Clerk to check on general reserves position going forwards and will update auditor at next meeting	Progressing through reserves audit with internal auditor currently. 1) MUGA RFF audit completed. 2) Wheeled park audit completed. 3) Saxilby Waterfront RFF audit in progress to be completed in Sep (3 of 12 completed). 4) Play Area RFF audit started.	IA/Clerks	In progress	
068/22	Internal audit action - June audit -Bank mandates – Council have approved to add the new Assistant Clerk and this is progress. The former clerk has been removed from bank mandates. Clerks surname is in the process of being updated with banks	Forms completed. Unity and Coop Submitted 19/10/22. Further information requested and submitted for Co-op. Unity have requested complete another form online. Zarina has received her card, and pending bank access. Unity and Natwest forms submitted online 15/11/22. Zarina now has Co-op access. Pending Natwest and Unity still 13/12/22. Chased Unity and have sent some further documentation - which they did not notify us about 07/02/23. Re-submitted Natwest 07/02/23 and EH (15/02/23) and LH completed electronic forms as requested. ZB added to Unity 10/03/22 . EA still on Unity despite contacting to remove. EA has been removed a signatory. Have now been advised need to complete another form to remove her as key contact. Completed. Have completed form and have applied to remove David Cotton from Unity - now completed 11/10/23. LH surname change for Natwest have to re-apply and go into branch again - done in Oct. Pending name change on Natwest for LH. ZB now has full banking access!	Clerks	In Progress	
16 Nov 22					

098/22	Internal audit actions - A) sign off three invoices, B) payroll and pensions beyond two months old to be filed GDPR C) Continue work on apportioning model	A) Completed B) Completed. C) In progress - joint project meeting held on June 16 to go through draft apportioning model to seek to agree a draft to be submitted to the external accountant. Meeting held with ext. accountant on 12 Sep 20. Draft model to be taken to November full council and shared with the charity with a view to signing off. Model signed off by FC in Nov.	Clerks	Complete	01/11/2023
21 Dec 22					
116/22	2-3 year view , 1 and 4 year financial strategy	To be added into work plan for July onwards. In progress workshop meeting with cllrs arranged for 4 July. To be picked up as part of budget setting		In progress	
116/22	Items from the discussion to action - Underpayment calcs for staff member	Underpayment calculated - to take to personnel committee . Meeting to be arranged for 14 June. Meeting now being arranged for end of Oct. Personnel meeting being held 15/11/23 and calcs received		Complete	09/11/2023
15 Feb 23					
F23/017	Financial Regs to be internally audited	To be scheduled with auditor - pending auditor availability. Meeting scheduled for start of Nov. Meeting held, comments to be fed back at December finance mtg	IA/Clerks	In progress	
19 Apr 23					
F23/2	Cllr Nick Waller and Cllr Hewes to go on Chair training	Courses to be booked. PH attended. NW booked in - no details received re-book	ZB	In progress	11/10/2023
17 May 23					
F23/041	Action log - action to open additional bank account	Online Meeting set-up with HSBC on 5 July. Meeting held - chased for update 17/07/23. Chased for update in Sep. Application in progress online Oct-23 due to no response being received by email or phone	RFO	In progress	
20 Sep 23					
F23/90	Investigate Kubota over spend and rental agreement.		ZB	In progress	
F23/94	Review the draft financial reserves policy and feedback any comments prior to full council	Cllrs reminded to feed back any comments to the clerk. Requested by Fri 24 Nov	Cllrs/clerk	In progress	

18 Oct 23					
F23/109	Add draft apportioning model to Nov FC			Complete	01/11/2023
F23/112	Sign ammended minutes	PH to sign ammended ones			