

# Do the Numbers Limited

37 Upper Brownhill Road  
Southampton, SO16 5NG

16th April 2021

## Subject: Review of matters arising from Internal Audit for 31 March 2021

Please find below the list of matters arising following my review of the files today. The review was carried out during COVID lockdown and appropriate allowance has been made for such. Overall I found the records of the council to be in very good order and that the checks went well.

Control area	Issue	Recommended Action
Minuting non council matters	The purpose of the minutes is to record the decisions taken by the council in how it spends and allocates public money. There may be a case for minuting the outline of discussion leading to voted decisions but the minutes are should not become a public noticeboard of community matters.	Members should remember that the clerk is paid to take and distribute the minutes. Community issues may be better discussed and disseminated through social media, <a href="#">leaving the minutes as a clear and succinct record of legal powers and decisions.</a>
Minutes : GDPR	The GRPR allows the "right to be forgotten" but Parish Council minutes once approved, cannot be altered.	Great care should be taken to minimise the minuting of names of private individuals, so that their privacy cannot be compromised now or in future.
Allotment water use	It appears that most of the income from the allotments is used up by the water bill due to hoses and sprinkler.	The council may wish to update the allotment agreement to preclude hoses and sprinklers, as per this <a href="#">template</a>

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

Regards



Eleanor S Greene