

REPORT

I have reviewed all documents available on the Cuddesdon & Denton Community Website as well as the bank statements supplied to me by the clerk electronically. I have read the last internal audit report as posted on the above website. Below are the points that the Parish Council needs to consider & take action where appropriate:

1. Risk Assessment

Manage external contracts- should they arise. Were the council to take on a large contract, a consideration need to be given that a qualified/specialist person would be appointed as an agent of the council to oversee the works carried out. Eg an architect, structural engineer (as appropriate).

2. Contact Details

I note from the previous internal audit report that recommendation has been made that the councillors acquire, make use & make public e-mail addresses for the purposes of the business of the council. I urge you to consider this as electronic communications not recorded and stored through the community website may not be secure and accessible where they are stored otherwise. It is not appropriate to use personal e-mail addresses for communication & storage of information that relates to matters which are deemed public and of public interest.

If you still feel that it is not necessary to acquire & publish e-mail addresses for communication by individual councillors, then a generic one eg. info@ or contact@ must be made available and published as a means of contact with the parishioners.

3. Storage of Data & Information

There is mention of storage of data relating to the information, minutes and agendas of the parish council on a USB stick as a secondary (back up) storage . This must be stored away from the location of the primary storage PC or laptop hard disk or external disk. This means at least in another building such as a garage or similar. Similar measures must be in place for codewords, passwords, access codes etc.

Eugenia Skelly
05 June2023