Pettistree Parish Council

Internal Audit Report Response & Action Plan 2025/26 - 25 June 2026

There was one recommendation and two comments encouraging further action included in the Council's internal audit report for 2025/26, prepared by Suffolk Association of Local Councils, dated 27 May 2026. The following responses and actions were agreed by the Council on 25 June 2026:

(REC1) Council should look to adopt the following policies and procedures: Data Protection Policy; Document and Data Retention Policy; Procedures for dealing with subject access and freedom of information requests; Procedures for dealing with data breaches; and Data retention policies including disposal.

The Parish Clerk will review the existing GDPR Policy and present an amended draft policy to the Council, including the elements recommended for consideration, for approval at the meeting in November 2026. Subject to the Council's approval, this recommendation will be implemented by the end of November 2026.

(COM1) To ensure transparency in the budgetary process Council might wish to evidence by recording within the minutes, the budget being set alongside the reasoning for such a budget.

The Responsible Financial Officer will seek the Council's agreement of and reason for the budget approved on future occasions with both being recorded in the minutes of the meeting by the Parish Clerk. This comment will therefore be addressed by the end of November 2026.

(COM2) To ensure that the council website complies with the regulations, it is best practice to test for website accessibility at least annually.

The Parish Clerk will add a discussion and the consideration of the authorisation of expenditure for an annual web site accessibility audit to the meeting's agenda in January 2027. This comment will therefore be addressed by the end of March 2027.