

Rec. No.	Recommendation	Required Action	Responsible	Deadline	Status
1	Review Financial Regulations annually	Schedule annual review; update if needed; minute approval	Clerk	Next Annual Council Meeting	Pending
2	Publish Risk Assessment	Upload to website; ensure annual review	Clerk	Within 1 month	Pending
3	Include payment lists in minutes	Attach payment schedule to minutes; publish online	Clerk	Immediate	Resumed to include payments within minutes
4	Review bank mandate	Remove non-members; ensure adequate signatories	Clerk + Council	Within 2 months	No changes required
5	Publish half-yearly budget comparisons	Produce mid-year & year-end monitoring reports; publish	Clerk	Oct & Feb annually	Pending
6	Draft General Reserves Policy	Draft policy; present to Council; publish once approved	Clerk	Within 2 months	Pending
7	Publish CIL report	Create annual CIL report; publish; earmark CIL in accounts	Clerk	Within 1 month	Pending
8	Update Asset Register	Add purchase dates, renewal dates, purchase price, insurance values, totals	Clerk	Within 2 months	In progress
9	Correct AGAR Line 9 asset value	Review prior AGAR; restate asset value if required	Clerk	Before AGAR submission	Pending
10	Review insurance values	Update policy; add insured values to asset register	Clerk	After Rec. 8 completed	Pending

Rec. No.	Recommendation	Required Action	Responsible	Deadline	Status
11	Circulate & minute internal audit report	Add to agenda; minute receipt & approval	Clerk	Next Council meeting	Pending
12	Report audit recommendations with action plan	Present Action Plan; minute adoption; monitor progress	Clerk	Next Council meeting	Complete
13	Publish AGAR & Public Rights Notice	Upload AGAR Sections 1 & 2 and Notice of Public Rights	Clerk	Immediately after approval	Complete
14	Minute Public Rights Notice dates	Add exact dates to minutes annually	Clerk	Next AGAR cycle	Pending
15	Draft IT Policy	Draft policy covering security, access, backups, devices	Clerk	Within 3 months	Pending
16	Review GDPR Policy	Update policy; add review date; publish	Clerk	Within 2 months	Pending
17	Review Retention Schedule	Update schedule; add review date; publish	Clerk	Within 2 months	Pending
18	Approve AGS separately from accounting statements	Ensure AGS is a standalone agenda item; minute separately	Clerk	Next AGAR cycle	Pending

Blue = N/A

Green = Complete

Yellow = To do in 3+ months

Red = Action within 2 months

