

Houghton Parish Council Internal Audit Recommended Actions 2023-24

The items below were highlighted in the Internal Auditor's report.

Test	Matter Arising	Recommended Action
Planning Consultant	When the council agreed to engage a planning consultant, the provider name and day rate were not minuted.	It is good practice to clarify all such costs at the earliest stage.
Burials	The council does not operate the burial ground and due to updated Environment Agency rules regarding water tables it is highly unlikely that any new plot would be allowed.	In due course the church will need to make appropriate arrangements.
CIL Reserves	The council received CIL funds last year and will again next year. These now amount to more than double the precept.	The Council should work with the community over the next year to find appropriate uses for current and future CIL income.
Members' Email Addresses	From 1st April 2024, Proper Practices strongly suggest the use of email addresses linked to the council website rather than gmail etc.	The new hosting package for the council website may well include the required email settings.