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Internal Audit Report for Exbourne with Jacobstowe Parish Council dated 31st May 2025

The internal audit was carried out on the 30th May 2025 examining all pertinent documents after checking the website of the Parish Council.

Internal control objectives A to N were checked alongside other items pertinent to good governance of the council – comments as follows.

- i. *The Practitioners Guide assertion 10, digital and data compliance, states under email management, that every authority must have a generic email address hosted on an authority owned domain such as .gov.uk or .org.uk. This makes the emails more secure. It is advisable that councillors do not use their personal email addresses for council business. Gmail is not a secure email server and is not recommended for parish councils. Your data is at risk and I would like to see generic email addresses adopted by all councillors.*
- ii. A number of documents on the website do not open including the 23/24 items over £100
- iii. Minutes should be published on the website and available to read within one month of the meeting (Smaller Authorities Code 2015)
- iv. The bank mandate should be reviewed annually

These findings are attached to the Internal Audit report and should be published on the council website.

Penny Clapham

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BA (Hons) Community Governance.