

Progress Report – Finance and Corporate Governance Committee

Item	Progress
Risk assessments	All new risk assessments being completed in new format. Finance Risk Assessment updated to include internal audit recommendations
BACS Payment of salaries	BACS payment provision set up by Town Council's bank
Training	New training programme to be planned for 2022 Planning, Finance, General Councillor
Staff Training	Groundsman booked on refresher courses for equipment 12 th and 13 th Dec Groundsman Ladder Training 3.10.22 Project Assistant to start CILCA in Autumn First Aid course to be organised for Clerk and Groundsman Clerk – Cybersecurity Basics course – ongoing.
Policy Review	Complete
VAT	1 st Quarter VAT claim to be submitted
GDPR	Staff continue to work to principals of GDPR.
Office 365	Sharepoint is up and running for councillors to access files should they wish to receive them this way
Cyber policy	Deferred.
Audit	Dates for confirmation of electors rights currently being advertised