

Compliance with Local Transparency Code Of 2015	Yes	Regular submission to Web Master for inclusion on web site
Minutes properly numbered and paginated with a master copy kept in for safekeeping	Yes	
Compliance with Data Protection Legislation and registered with ICO	Yes	ICO registration ref ZA534694
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality	Yes	At each monthly meeting.
Adoption of Codes of Conduct for Members	Yes	Adopted in May 2019.
Declaration of Acceptance of Office	Yes	Completed in May 2019 when local election occurred, Chairman DAO completed May 2021 at AGM. DAO completed by new Councillors upon cooption.

Date of review of system of Internal Controls.....

Review of system of Internal Controls carried out by:

Name.....Robert Lenko.....Signature.....*R. Lenko*.....

Report submitted to Council (date).....*20th August 2021*.....

(minute reference).....*FINANCE 9.3*.....

Next review of system of Internal Controls due.....January 2022.....

Additional comments by reviewer:

Issues to address at future audit

- *Contact for the Clerk.*
- *Increase in work load related to website.*