

Councillor C Stephenson
Chairman of Amberhill Parish Council
C/o 38 Milne Green
Swineshead
PE20 3NP

Monday, 05 December 2022



Dear Councillor Stephenson,

REF: REPORT OF MID YEAR INTERNAL AUDIT 2022/23

Thank you for asking me to conduct your Internal Audit for 2022/2023, I have followed the JPAG practitioners' Guide 2022.

Your Clerk promptly provided me with all paperwork requested and was able to answer all questions. All other documents to complete paper trails and checks were found on the council's website.

Listed are my recommendations and observations, please contact me if you, the Council or your Clerk have any questions.

1. The Council website does not show Councillor L Evans in the list of [Councillors](#)
2. The first item on the agenda for the Annual Meeting of the Parish Council must be the election of the Chairman & signing of the acceptance of office, before any business including apologies [LGA 1972 S.15\(2\)](#)
3. Expenditure under S137 must have a separate account, most councils have a column for this and a few have a separate report. [LGA 1972 S137\(7\)](#)

Yours sincerely

V Clark

Mrs Victoria Clark

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