

Tuesday, 25 April 2023

Councillor Chris Stevenson  
Chairman to Amber Hill Parish Council  
C/o Nicky Bush  
38 Milne Green  
Swineshead  
PE20 3NP



Dear Councillor Stevenson,

**REF: REPORT OF FULL YEAR INTERNAL AUDIT 2022/2023**

I have conducted the full year internal audit for Amber Hill Parish Council following the Annual Governance and Accountability Return (AGAR) guidelines.

Your Clerk promptly provided the documentation requested and all other information was found on the council's website which has more than the required publication requirements under the Accounts and Audit Regulations 2015

I have always found Nicky to be well organised and for this Internal Audit she was just as prepared as usual.

The AGAR Internal Audit report is completed with an electronic signature, I will post the original for council records.

One recommendation would be for all members of the council to have an email address independent of their own personal account, this is not yet legislation however it is to protect the members of the council from having to disclose their personal email content under GDPR legislation. If more details are required, I am happy to provide this.

Thank you for asking me to conduct your Internal audit and please contact me if you have any questions.

Yours Sincerely

A handwritten signature in black ink that reads 'V Clark'.

Mrs Victoria Clark

Mrs Victoria Clark, Clark's Clerical Service, 2 Frith Bank, Boston, PE22 7BA  
Mobile: 07770 927 309      Email: clarksclericalservice@secretary.net  
Facebook: @ClarksClericalService