

Friday, 03 May 2024

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



Dear Councillor Stephenson,

REF: REPORT OF END OF YEAR INTERNAL AUDIT 2023/2024

Thank you for asking me to conduct your end of year Internal Audit for 2023/2024.

I note with thanks that some of my previous recommendations' have been acted upon. Your clerk provided all paperwork requested, with this information and the information on the council's website, I was able to complete several paper trails and Governance checks as per the Annual Governance and accountability Return.

From the information seen, I have no concerns and listed are my minor recommendations and observations, please contact me if you, the Council or your Clerk have any questions.

1. The [meeting dates](#) link on the councils website has Huberts Bridge as the meeting venue, at the top of [council-business](#) it states Brothertoft Village Hall
2. On the [Annual Parish Meeting 2024](#) minutes, apologies from a Borough Councillor were resolved as accepted, only Parish Councillor apologies, with reasons, are resolved to accept at a Council Meeting and as this is a Parish Meeting, councillors are residents accept for the Chairman of the meeting.
3. Council assets should be checked on a regular basis and a record kept with the date checked and by whom, this would be in line with item C of the Annual Internal Audit report on the AGAR and item 5 of the Annual Governance Statement on the AGAR.
This also ensures that assets are kept in a safe condition and should someone make a claim it helps protect the council against negligence

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

Yours Sincerely

A redacted signature of Victoria Clark, consisting of a grey rectangular box covering the handwritten name.

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