

Friday, 20 October 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 MIDYEAR INTERNAL AUDIT 2023/2024**

Your Clerk is very experience and well organised, Nicky promptly provided the documentation requested and all other governance information and more was found on the council's website

Below are my findings and recommendations which are mainly for reasons of transparency or to protect the council.

I want to emphasise that these findings are of a minor nature, and I do not have any significant concerns.

1. To protect all members of the council, I advise that each member has an independent council email addresses meaning if your council had a GDPR request then no personal email content would need to be disclosed. If more details are required, I am happy to provide this.
2. All council committees should have Terms of Reference
3. I note on your website that all policies and procedures have the date adopted or reviewed, it would also be good practice to have the Council's name at the top
4. On the website the budget for 2022/2023 is under a link named 2021-22
5. Council assets should be checked on a regular basis and a record kept with the date checked and by whom. This ensures that assets are kept in a safe condition and should someone make a claim it helps protect the council against negligence
6. For transparency this Chairman's report and past reports to the Chairman from the Internal Auditor should be added to the Audit documents

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

Yours Sincerely

Mrs Victoria Clark

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