

Thursday, 24 October 2024

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



Dear Councillor Stephenson,

REF: REPORT MIDYEAR INTERNAL AUDIT 2024/25

Thank you for asking me to conduct your midyear Internal Audit and I thank the Clerk and council for acting on my previous recommendations.

Your Clerk promptly 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 requested and seen, I have no concerns and listed are my minor recommendations and observations.

1. The Good Councillor guide on the Council's website needs updating, I attached the 2024 version of the guide.
2. Some documents on the council's website are [double numbered](#) I have emailed your Clerk details on how to stop this happening which should help the site to be more accessible/readable.
3. The annual parish meeting is not a council meeting so therefore everyone attending, except for the Chairman of the Meeting and the Clerk are noted as a total number attending on the minutes as members of public not councillors. Borough & County Councils are named.
4. I note from your Clerk that the financial regulations are to be adopted soon, however, I have informed your Clerk that NALC will soon be publishing updated regulations that the council might like to review and adopt. The current regulations on the [website](#) have a problem with the index, each one takes the user to a Microsoft login page.

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

Yours Sincerely

V Clark

Mrs Victoria Clark

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