

Wednesday, 1 May 2024

Councillor Brigham  
Chairman to Wigtoft Parish Council  
C/o Mrs A Fletcher  
6 Bennetts Mill Close  
Woodhall Spa  
LN10 6NA



Dear Councillor Brigham,

**REF: REPORT FOR END OF YEAR INTERNAL AUDIT 2023/24**

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

I thank your Clerk for Promptly providing me with all paperwork requested, I had no questions, paperwork was available on the Councils accounts package, enabling me to follow several paper trails.

All other documents needed for Governance checks were found on the council's website.

I also appreciate my previous recommendations being acted upon.

Below are my minor recommendations and observations', from what I have seen, I have no concerns regarding your Clerk's ability, Ann is a well organised, competent Clerk/RFO

1. Members of the council need updating on the [contacts link](#) at the bottom of the website
2. The [link](#) to "Report dog fouling" on the website within Parish Information is broken

Please contact me if you have any questions.

Yours sincerely

*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