

Wednesday, 24 November 2023

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

Dear Councillor Brigham,



REF: REPORT OF MID-YEAR INTERNAL AUDIT 2023/24

Thank you for asking me to conduct your Internal Audit for 2023/2024, I follow the JPAG practitioners' Guide 2023.

Your Clerk Promptly provided me with all paperwork requested and was able to answer all questions. All other documents needed to complete paper trails and Governance checks were found on the council's website.

Below are my recommendations and observations', from what I have seen, I have no concerns regarding your clerk's ability, Ann is always well organised.

1. The current years insurance documents, for transparency could be published on the council's website
2. For transparency the internal auditor's mid-year & end of year report could be added to the audit documents.
3. Not legislation yet, however to protect the privacy of each councillor from requests for information on their personal email accounts, I recommend that all members of the council have an email address independent of their own personal account, please ask should you require further information
4. The accessibility and privacy notices are due for renewal
5. The Annual Parish Meeting is not a council meeting so therefore any councillors, except the chairman of the meeting are members of the public and it is not a public forum but statements and views from the residents or similar wording.
6. At the Annual Parish Council meeting the election of the Chairman and signing of acceptance of office must be the first item on the agenda and then the vice chairman, if the council has one.
7. The names of contacts from the contacts link at the bottom of the website need updating
8. Council vacancies on the website shows one vacancy
9. The link to dog fouling on the website is broken
10. The good councillor guide on the website is linked to the 2017 version, there is version 2018 available

Please contact me if you have any questions.

Yours sincerely

Mrs Victoria Clark
Internal Auditor – Indemnity Insurance Policy no. 701484712

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