

Friday, 1 December 2023

Councillor J Oliver  
Chairman of Partney and Dalby Parish Council  
C/o Mrs Jane Slaymaker, Clerk to the council  
4 Church Lane  
Hundleby  
PE23 5NA



Dear Councillor Oliver,

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

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

I thank Jane for promptly providing me with the paperwork requested and she was able to answer all questions, other documents needed to complete the paper trails and checks were found on the council's website.

I note with thanks that the council have acted on my previous recommendations, the first two of this mid-year recommendations are important, number 3 is not legislation.

From what I have seen, I have no concerns regarding your clerk's ability and the council's website is well kept.

1. The list of councillor names on the council's website needs updating as there is one councillor missing.
2. At the May meeting it was not minuted that the elected councillors signed their acceptance of office, I have spoken to your clerk who will add this to the next agenda as an item to be noted that it did happen but was not minuted and ask those councillors to propose & second this. The Chairman's was minuted.
3. I note that your standing orders state that individual members of the public can speak for up to 5 minutes, the council may like to review this, 2 or 3 minutes will give plenty of time to give short statements to the council, the Chairman can give them more time if they feel there is a need, this can be stated in the standing orders.

If you, the members of the council or your clerk have any questions, please contact me.

Yours sincerely

*V. Clark*

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

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