

Monday, 8 December 2025

Councillor 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,

MID-YEAR INTERNAL AUDIT REPORT 2025/26

Thank you for asking me to conduct your Mid-Year Internal Audit for the 2025/26 financial year.

Jane promptly provided all requested documentation and was able to answer all queries. Additional information required to complete the audit trails and governance checks was located on the Council's website. I am pleased to note that the Council has acted on my previous recommendations.

From the information reviewed, I have no concerns and find your Clerk very organised and up to date with legislation. The Council's website is well maintained, up-to-date, and easy to navigate.

As of 1 April 2025, I confirm that the cash in hand, as per the bank statements, stands at:

- **Community A/C:** £ 215.03
- **Instant Access:** £7,534.38
- **TOTAL: £7,749.41**

OBSERVATIONS & RECOMMENDATIONS

1. Committee Agendas and Minutes

Committee agendas and minutes should follow the same format as Full Council meetings.

This includes standard meeting elements such as:

- Public Forum
- Apologies for Absence
- Declarations of Interest
- Approval of Previous Minutes
- Date of Next Meeting

This ensures consistency, transparency, and clear audit trails across all formal meetings.

Please refer to the attached guidelines for best practice.

If you have any questions, contact me.

Yours sincerely

V. Clark

Mrs Victoria Clark

Internal audits, charity independent examinations, and secretarial services, delivered remotely.

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