

Thursday, 19 January 2023

Chairman of Parney and Dalby Parish Council
c/o Mrs Jane Slaymaker, Clerk to the council
4 Church Lane
Hundleby
PE23 5NA



Dear Councillor Boulton,

REF: REPORT OF MID YEAR INTERNAL AUDIT 2022/23

Thank you for asking me to conduct your Internal Audit for 2022/2023, I have followed the JPAG practitioners' Guide 2022.

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

Listed are my recommendations and observations, your new Clerk will know some or all of these and may already be putting them into action, please contact me if you, the Council or your Clerk have any questions.

Attached is the 2018 Good Councillors Guide (GCG) for reference which can be shared with the other members

1. The Annual Meeting of the Parish Council is not an AGM and should be changed on the council's website (Page 33-34 GCG) also the format for the parish meeting is not the same as a council meeting. Present is only the Chairman and Clerk, for this meeting the other members of the council are residents.
2. All Parish Meeting agenda and minutes to be uploaded to the council's website
3. It is bad practice to have "Any other business" or "Clerk & Councillors reports" without being an agenda item. This is for transparency reasons and allows members to consider in advance of the meeting the business to be discussed and helps them know if they should declare an interest. (Page 36 GCG)
4. Personnel and pay matters should be discussed during a closed session with only the Clerk and Members of the Parish Council in attendance. All references to salary etc. on the agenda and minutes could read "Staff costs" (Page 32 GCG)
5. The agenda and minute item numbers on the council's website do not run in chronological order. I will speak to your Clerk about this.

Mrs Victoria Clark, Clark's Clerical Service, 2 Frith Bank, Boston, PE22 7BA
Mobile: 07770 927 309 Email: clarksclericalservice@secretary.net
Facebook: @ClarksClericalService

6. Although some policies on the council's website are headed with the council's name, date adopted, reviewed and the next review date, it would be more transparent to have this on all and makes it easier for anyone looking including the Members of the council and the Clerk.
7. The register of interests on the council website is linked to the district council which is good however there is a discrepancy on councillor's names, probably due to councillors leaving and others joining.

Yours sincerely

V. Clark

Mrs Victoria Clark