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Keith Pettit
Clerk to the Council
Clint cum Hamlets

14 May 2023

Dear Keith

I have completed the internal audit for Clint cum Hamlets and completed and signed the appropriate section in the Annual Return.

I am satisfied that the finances have been managed and reported in the correct manner by the Clerk/Responsible Financial Officer, and that the end of year statements are appropriate. The necessary financial documents have been posted on the Parish Council website. The Clerk is to be congratulated on his thoroughness and clarity of work.

Recommendations

Essential

Compilation and approval of a Risk Assessment

This should cover all matters of risk, a judgment as to the level of risk, and the steps taken in mitigation. I have assumed that there have been informal discussions, so have ticked the appropriate box on the Internal Audit Form, but there should be a document.

Other

Checking and possible amendment of Financial Regulations

To ensure that there are still appropriate internal controls, now that most transactions are by internet banking

Filing of Clerk Report with minutes

To ensure that this is made public

Consideration of actions/filing re planning – circulation of schedule

The Minutes refer to a Planning Schedule having been circulated, and there are very few comments re applications. Again, all applications should be fully discussed by all councillors and the responses made public. The schedule should be filed with the minutes.

I trust that the Council will find these comments helpful, and I am happy to discuss further if needed.

As you know, I will not be available to carry out the Internal Audit next year, but I was glad I was able to help out this time, in these extreme circumstances.

Best wishes



Susan Welch