

Thursday, 19 October 2023

Councillor S Sharman  
Chairman to Hough on the Hill Parish Council  
C/o Mrs L Frances  
18 Chapel Lane  
Caythorpe  
NG32 3EG



Dear Councillor Sharman,

**REF: REPORT OF MIDYEAR INTERNAL AUDIT 2023/2024**

Thank you for asking me to conduct your Internal Audit for 2023/2024.

Your Clerk promptly provided me with all paperwork requested and I was able to view other documents to complete paper trails and Governance checks on the council's website.

Listed are my recommendations and observations, mainly for transparency purposes and to protect the council. I have put them in order of priority to help your Clerk, it is not expected for these to be dealt with overnight.

Please contact me if you, the Council or your Clerk have any questions.

1. As part of the Councils Risk Management, it is good practice for the Chairman to hold a sealed envelope with a list of all passwords and other important information. This should be updated as & when passwords or information is changed and the previous in-tact envelope passed back to the clerk. This envelope should only be opened in an emergency and with another member of the council.
2. The agenda for the Annual meeting of the Parish Council should always start with the election of the Chairman
3. Council assets should be checked on a regular basis and a record kept with the date checked and by whom. This ensures that assets are kept in a safe condition and should someone make a claim it helps protect the council against negligence
4. Does the council ask for a copy of public liability for all its contractors? If not, this is something that should be done to protect the council.
5. On the minutes of the Annual Parish Meeting other than the Chairman and Clerk, all others attending including councillors are members of the public or residents not members of the council and the seating should reflect this. Details can be found under Council Procedures on the LALC website.
6. For transparency this Chairman's report and past reports to the Chairman from the Internal Auditor should be added to the Audit documents
7. The members register of interests on the district council website are out of date, they are pre the May Election. (Clerk's Note: Items on the DC website are correct.)

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8. To help your Clerk, the council might like to check the layout, links and information on the website so that any broken links, missed information or duplicated information can be corrected by your webmaster.

Thank you for asking me to conduct your Internal audit and please contact me if you have any questions.

Yours Sincerely

*V Clark*

Mrs Victoria Clark