

Wednesday, 19 November 2025

Councillor Sharman  
Chairman to Hough on the Hill Parish Council  
C/o Donna Lang – Clerk to the council  
Hall Farm  
Hall Road  
Brandon  
NG32 2AT



Dear Councillor Sharman,

**REF: MID-YEAR INTERNAL AUDIT REPORT 2025/26**

Your Clerk provided all information promptly and responded fully to all queries. Using this material, along with information available on the Council's website, I was able to complete a series of paper-trail checks and governance reviews. My observations and recommendations are set out below.

As at 1 April 2025, I confirm the cash-in-hand balance, as evidenced by the bank statements as reconciliations provided:

- |                       |                         |
|-----------------------|-------------------------|
| • <b>Current A/C:</b> | £ 545.12                |
| • <b>Savings A/C:</b> | £3,693.73               |
| <b>Total</b>          | <b><u>£4,638.85</u></b> |

**1. IT Policy**

I have emailed your clerk a NALC model IT policy for the council to consider adopting. While it is not mandatory to publish this policy on the Council's website, I recommend doing so as it strengthens transparency and good governance.

**2. Council and Councillor Email Addresses**

It is best practice for both the Council and individual councillors to use dedicated official email addresses rather than personal accounts. This helps ensure GDPR compliance, supports accurate record-keeping, and reduces risks during Freedom of Information or data-protection requests—particularly when a councillor leaves office. Guidance on this has been attached.

**3. Publication scheme**

The Council must have a Publication Scheme and make it available on its website. An ICO template has been attached for your use.

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

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

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