

Friday, 01 December 2023

Councillor P Powell  
Chairman of Old Bolingbroke Parish Council  
c/o Mrs Jane Slaymaker, Clerk to the Council  
4 Church Lane  
Hundleby  
PE23 5NA



Dear Councillor Powell,

**REF: REPORT OF MID-YEAR INTERNAL AUDIT 2023/2024**

Thank you for asking me to conduct your Internal Audit for 2023/2024, I follow the JPAG practitioners' Guide 2023.

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

Below are my recommendations and observations', from what I have seen, I have no concerns regarding your clerk's ability and the council's website is well kept.

1. At the May meeting it was not minuted that the elected councillors signed their acceptance of office, I have spoken to your clerk who will add this to the next agenda as an item to be noted that it did happen but was not minuted and ask those councillors to propose & second this. The Chairman's was minuted.
2. I note that your standing orders state that individual members of the public can speak for up to 5 minutes, the council may like to review this, 2 or 3 minutes will give plenty of time to give short statements to the council, the Chairman can give them more time if they feel there is a need, this can be stated in the standing orders.
3. The privacy notice on the council's website was last reviewed in 2021, the council could review this soon

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 Auditor – Indemnity Insurance Policy no. 701484712

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