

Friday, 13 December 2024

Councillor P Powell
Chairman of Old Bolingbroke Parish Council
c/o Deborah Money, Clerk to the Council
Sunset View
Cowbroads Lane
Ole Leake
PE22 9QU



Dear Councillor Powell,

REF: REPORT OF END OF YEAR INTERNAL AUDIT 2024/2025

Thank you for asking me to conduct your Internal Audit.

Your Clerk provided me with all paperwork requested, all other documents needed to complete paper trails and Governance checks were found on the council's website and accounts package.

Please see my recommendations none of which give me concern.

1. Under council business on the council's website the dates of the meeting would look clearer if they showed the year
2. The accessibility statement has the council's Gmail address, should it show the new email address and is the telephone number correct?
3. The Privacy notice on the website also has the Gmail address
4. Please let ELDC know that the Clerks details for the council on the ELDC website need updating
5. I note that the Standing orders have been reviewed however The council's standing orders on the website have several brackets, the NALC model standing order that includes brackets like this '()' requires information to be inserted by a council and brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.
Anything that is not in bold can be adapted to suit a council's needs
This is the same for the Financial Regulations
6. The Council's complaint procedure needs updating with the new details of the Clerk and has no contact information for the Chairman. Other policies may have previous contact details on them

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7. When clicking on the 21 November Agenda on the council's website it shows the September agenda and like wise with the July and March agenda's, they show the previous month.

Please contact me if you have any questions.

Yours sincerely

V Clark

Mrs Victoria Clark
Internal Auditor