

Friday, 09 February 2024

Councillor Paul Barnes
Chairman of Fleet Parish Council
C/o Robyn Negus, Clerk to the Council
4 Barrington Close
Holbeach
PE12 7NH



FLEET PARISH COUNCIL REPORT OF INTERIM INTERNAL AUDIT 2023/2024

Dear Councillor Barnes,

Thank you for asking me to conduct the council's interim internal audit. I have completed several random paper trails using the Council's website and paperwork emailed to me by your Clerk. All paperwork checked was well documented and clear and your Clerk was able to answer questions put to her.

I do not have significant worries about the council's governance and your Clerk is knowledgeable and organised. Please see findings and recommendations, please let me know if anyone has questions, I am here to help.

- i. As best practise and risk management, all passwords and any other sensitive information could be put in a sealed, signed envelope and passed to the Chairman at a meeting and can be an agenda record for council records. This protects the council in the event of an emergency.
- ii. Staff appraisals are overdue, the terms of reference could indicate the minimum meetings annually.
- iii. Councillor Nigel Picket is not listed on the District Councils website [Link to SHDC](#)
- iv. The Council's contact page on the website is out of date [Link to Contacts](#)
- v. The Accessibility statement on the website needs reviewing and dated [Link to Accessibility](#)
- vi. As a matter of Transparency, all Internal Audit reports, Chairman's report and IA AGAR report should be added to the website
- vii. As above, yearly budgets to be added
- viii. Other areas to be checked on the council's website:
 - Parish Council Vacancies
 - Future Parish Council meeting dates
 - Take off anything that is out of date and check for broken links
 - The Privacy statement needs reviewing
 - Current Insurance policy
- ix. I would recommend that 1 or 2 members of the council check the website, a fresh pair of eyes is always helpful to the Clerk or the person managing the website.

Yours sincerely

Victoria

Mrs Victoria Clark
Internal Auditor

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