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**Stoneleigh & Ashow Parish Council Internal Audit
2nd June 2022**

Additional comments to the Annual Audit Report

Overall, the standard of record keeping and adherence to procedures was excellent. The records were well kept and easy to “navigate” and the Clerk had a very good understanding of the role.

However, the following comments are the result of my Audit.

- The ledger was well maintained and the audit trail for the payments was easy to verify.
Internal control measures were in place but could be strengthened by bank statements being available to the council, and these checked against the financial report from the clerk, and signed as such.
- Some payments were not able to be traced to the minutes regarding the initiation or ordering prior to payment. More details in the minutes would be beneficial to solve this issue.
- A draft Transparency code was available, but this had not been adopted and a review procedure agreed.
- Although carried out informally, no policy/procedure is in place for the assessment of risk from and the inspection of, playground equipment and trees etc on open ground or village greens etc. A policy should be implemented, and the inspections carried out annually and minuted.

- The following policies were in place, but were in need of reviewing and this minuted;

Equal Opportunities
Health and Safety
Grievance and disciplinary
Code of conduct
GDPR
Social media

A very satisfactory set of accounts and records were presented, and no major issues arose from my investigations. The clerk proved competent and enthusiastic. I note the Council is qualified for General power of Competence till May 2023. The new clerk is undergoing her training and I hope she is encouraged to complete this to enable the council to qualify in the future.

Yours sincerely

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Bill Woolliscroft