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**Hartshill Parish Council Internal Audit  
1st June 2022**

**Additional comments to the Annual Audit Report**

The standard of record keeping, and policies and procedures was excellent. The Clerk has a particularly good understanding of the requirements of the role, and points raised in the past have been addressed.

A few issues arose during the Audit.

- In following the audit trail for payments made, all procedures have been followed and the trail easy to navigate. However, it is noted that in some cases the minuting of the agreement to order/purchase did not include the amount. This would complete the minuting of the order/delivery/payment process.
- Policies for; Risk management, GDPR and Social Media were in place but all need reviewing.
- Insurance is in place but a review of the scope of cover, assets and their values, and supplier, needs to be carried out and agreed by Councillors.
- The budget preparation papers are well prepared and cover a three-year period and include the reserves held and contingency funds and planned expenditure of these funds. However, the minutes of the Council's discussions and their decision and subsequent request for the precept, did not state the amount.
- Relatively large reserves are held by the Council, but I note that future plans are in place which will reduce these.

I was pleased to hear that the Clerk has nearly completed her CILCA training and is to be encouraged to complete this course.

It was notable that all documents required at the audit were readily available and easily “navigated,” making the audit process efficient. I was impressed with the efficiency of the Clerk and the minor points above reflect this.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Bill Woolliscroft', with a long horizontal flourish extending to the right.

Bill Woolliscroft