

Do the Numbers Limited
37 Upper Brownhill Road
Southampton, SO16 5NG
023 8077 2341

22nd April 2021

Pam Hibbins, Clerk
Worldham Parish Council
East Worldham Village Hall
Worldham
Hants GU34 3AN

Dear Pam,

Subject: Review of matters arising from Internal Audit for 31 March 2021

Please find below the list of matters arising following my visit today. The review was carried out during the COVID lockdown and appropriate allowance has been made for such.

The checks went well and that the records of the council are kept in excellent order.

Control area	Issue	Recommended Action
Sundry expenses	The council has sensibly dispensed with petty cash, but this means that the clerk incurs quite substantial expenses	In the medium term it may be worth looking into a debit card for the use of the proper officer
Council electronic records	It would appear that the clerk is using her own laptop to maintain the minutes, records and email of the council.	It is better to have a council owned, insured and transferable laptop so that continuity of records can be maintained.

Please find enclosed my invoice for the agreed fee .

If either you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene