

Wednesday, 29 May 2024

Councillor Stuart Ashton
Chairman - Frampton Parish Council
C/o Lana Maclennan-James
Jeadon Farmhouse
Langrick Road
Boston
PE20 3SG



Dear Councillor Ashton,

REF: REPORT OF FULL YEAR INTERNAL AUDIT 2023-2024

I have conducted the full year internal audit for Frampton Parish Council. From paperwork that was requested and the council's website I was able to follow several paper trails. Your Clerk provided all paperwork requested promptly and was able to answer all questions.

Below are my findings and recommendations, I thank your Clerk for actioning past recommendations from before she was employed by the council, Lana has made a significant difference and from what I have seen, your website is up to date.

1. The council should have at least two Internal Audits per year, a mid-term Internal Audit is recommended, this would ensure that any errors could be put right before the external audit is due and it is easier for the Clerk/council to correct 6-months work rather than 12, I have been recommending this to your council for some time. With the situation that the council has found itself in, I believe a mid-term audit would have highlighted this over the last few years and given the council 6 months to sort out. I hope the council and the new Clerk take this on board. Also, my fee works out more cost effective to have 2 audits which saves public money.
2. Councillor Pryke's Register of Interests is not on the Borough's [website](#), if this has been sent then please contact the Borough to let them know it is not showing. Under the localism Act, a member of the council must complete and send this to the Monitoring Officer within 28 days of election or appointment of office, please see the bottom of the interest form
3. The council's budget for 2023-24 included £1,500 for grants but no provision of donations, £2,786.76 was given as payment to the Village Hall for CCTV, this is nearly double the amount proposed.
4. Please refer to page 15:5 of the financial regulations and complete the section showing []
5. The council's [privacy notice](#) needs reviewing
6. The council's [accessibility statement](#) needs updating, there is a new one on the LALC website

Thank you for asking me to conduct your Internal audit and please contact me if you have any questions.

Yours sincerely

V Clark

Mrs Victoria Clark

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