

Tuesday, 09 December 2025

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



Dear Councillor Ashton,

REF: MID-YEAR INTERNAL AUDIT REPORT 2025/26

Thank you for inviting me to conduct your Internal Audit. Using the information provided by your Clerk, together with the material published on the Council's website, I was able to complete several paper trails and governance checks. I have no concerns arising from the information reviewed.

The sample of invoices examined were checked against the cashbook/ledger and bank statements. These confirmed that the data is accurate and that the Council's accounting and supporting records are well maintained to date. I also found the Council's website is easy to navigate.

Items noted and recommendations are listed below, primarily to support transparency and good governance:

1. After the Chairman and Vice Chairman are elected at the May Annual meeting of the Parish Council, the witnessing of the signing of acceptance of office must be recorded in the minutes.
2. I note, and have seen, the draft copy of the Council's IT policy, which is due to be approved at the next meeting.
3. Although expenditure is discussed and recorded in the minutes, to be fully compliant with the Local Government Transparency Code 2015, councils with an annual income or expenditure exceeding £25,000 should publish all expenditure over £500 each quarter. Publishing the cashbook/ledger would meet this requirement.

Please contact me if you have any questions.

Yours sincerely

V Clark

Mrs Victoria Clark

Internal audits, charity independent examinations, and secretarial services, delivered remotely.