

Thursday, 25 November 2021

Councillor Gibbard
Chairman to the Council
Swineshead Parish Council
C/O Swineshead Pre School
North End
Swineshead
PE20 3LR



Dear Councillor Gibbard,

REF: MIDYEAR INTERNAL AUDIT 2021/22

Having followed the Joint Panel on Accountability and Governance (JPAG) guide, I have conducted an internal audit for Swineshead Parish Council, reviewing the systems and controls of the council and making several random paper trails.

I note that the council have acted upon my end of year recommendations and thank you

Please see below my recommendations and observations:

1. The Councillors register of interests under Council Business on the council's website is not connected to the Borough Councils Swineshead Parish Council page
2. On the Borough website for Swineshead Parish Council, the interests of Councillor Chelcie Trafford are not included: Click here [Chelcie Trafford BBC](#)
3. Financial regulations: Your council is not named at the beginning of the document
4. Standing orders: Where options are noted on the model document, the council should make a choice, see 3i as an example or sometime they have [] before and after the choice.
5. Standing orders: State 5 minutes for a public forum however the agenda show 15 minutes
6. Standing orders: Your council is not named at the beginning of the document Agenda and Minutes: Payees and payments should be shown for transparency, however staff payments should only state staff costs, not a breakdown).
7. Minutes: It is good practice to publish notes/minutes of the meetings as soon as possible after the meeting
8. Minutes: The Clerk's name should be mentioned on the minutes as attending, normally after the list of councillors. If the Clerk is not in attendance, then the name of the person taking the notes of the meeting.
9. Library and Community hub committee: Terms of reference is needed
10. Allotments: An allotment contract is needed

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

Yours sincerely

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](#)