

Wednesday, 13 April 2022

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



Dear Councillor Gibbard,

**REF: END OF YEAR INTERNAL AUDIT 2021/22**

I have conducted the internal audit for Swineshead Parish Council, following the Joint Panel on Accountability and Governance (JPAG) guide.

I note with thanks that most of the mid-term recommendations were followed

Please see below my recommendations and observations for the end of year, all of these should be dealt with as soon as possible.

1. On the Borough website for Swineshead Parish Council, the interests of Councillor Chelcie Trafford are not included: Click here [Chelcie Trafford BBC](#)
2. Agenda and Minutes: To be in line with the Local Government Transparency Code, the council should show all payments to be approved on both the Agenda and Minutes.
3. Your Clerk is correctly assigning S137 expenditure however the accounts package does not have a separate column showing S137. I will check with LALC as to whether this should be shown or whether being able to give the total of the expenditure when asked is acceptable.

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

Yours sincerely

**REDACTED**

Mrs Victoria Clark

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