

Tuesday, 11 February 2025

Councillor L Reeson  
Stickford Parish Council  
Sarber  
Cole Lane  
Stickford  
PE22 8EU



## STICKFORD PARISH COUNCIL MIDYEAR INTERNAL AUDIT REPORT 2024/2025

Dear Councillor Reeson,

Thank you for asking me to conduct the council's Internal Audit. I have completed several random paper trails using the Council's website and paperwork emailed to me by your Clerk including bank statements and accounts ledger.

Your Clerk, Nicki, was able to answer all questions and from the information I have seen, I have found no concerns.

Please see my findings and recommendations and let me know if anyone has any questions.

- i. All councillors must be summoned to attend a meeting of the full council, the summons, must be signed by the Proper Officer and must include an agenda for the meeting. LALC have a model agenda available on their website and I have also emailed your clerk an example
- ii. The Annual Meeting of the Parish Council must always start with the Election of the Chairman and signing of acceptance of office and then the Vice Chairman (if the council has one), if there are public or outside bodies then it should be resolved to close the meeting and again resolved to open it once this is concluded
- iii. The ELDC website has a councillor missing, this is linked from the council's own [website](#) this might be due to the councillor being new and ELDC not yet updating their website, I have spoken to your Clerk who will contact ELDC.
- iv. I note that the Financial Regulations are to be reviewed/amended at the March meeting, a model version is available on the LALC website.
- v. It is good practice for a council to adopt a complaint procedure, a model version is available on the LALC website.

Yours sincerely

*Victoria*

Mrs Victoria Clark  
Internal Auditor

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