

From: Ruth Swales <clerk@stillingfleetparishcouncil.org>
Sent: Sunday, April 9, 2023 10:35 AM
To: elkerlodge Bookkeeping <Elkerlodgebookkeeping@outlook.com>
Subject: Stillingfleet Internal Audit queries

Carrie

Some observations arising from the audit report

1. Your invoice - I was expecting to fall in the £50K - £100K band requiring a fee of £300.
2. Minutes to include bank balance marked as 'No'. All minutes do include the current bank balance.
3. The asset Register is on the website
<https://www.stillingfleetparishcouncil.org/wp-content/uploads/2023/03/ASSET-REGISTER-for-SPC-31.3.23.pdf>
4. The Accessibility Statement is on the website
<https://www.stillingfleetparishcouncil.org/wp-content/uploads/2020/10/Stillingfleet-Accessibility-Statement-Oct-2020.pdf>
5. The Register of Councillors interests is on the website although I agree it should be more prominent
<https://www.stillingfleetparishcouncil.org/register-of-councillors-interests/>
6. A Business Continuity Plan is held although not on website - copy attached
7. A Training & Development Policy was adopted 6/4/2023 and is now on the website
<https://www.stillingfleetparishcouncil.org/wp-content/uploads/2023/03/Training-and-Development-Policy.pdf>
8. A Reserves Policy is not on the website but has been adopted and is minuted at 21069 (6 Jan 2022) & 21091.4 (7 April 22). The consideration of reserves as at 2021/22 year end is detailed in the attached appendix to the April 22 agenda. Consideration of the application of the Reserves Policy as at 2022/23 year-end is in the minutes for 6 April 2023.

Kind regards
Ruth

Hi Ruth

Your records are good. Attach this email to my report, not always easy to catch everything when going remote. If the below policies are put on the web, it would aid transparency.

I didn't charge the higher band as it was only high due to the council gaining a grant for a children's play area, I'm not going to penalise a council for doing good for its community.

I found what I needed, if you're happy I'm happy, we can cancel the zoom, keep up the brilliant work. Hope to work again with you in the future.

Regards

Carrie

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