


- Amount of precept to be detailed in the minutes.
- Details of planning applications to be put on agendas
- Agendas to be signed by the clerk
- A further review of clerks hours to be undertaken.

(to be read in conjunction with Section 4 of the Annual Return)

This report is based on the evidence made available to me. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. Consequently the report is limited to those matters set out above.

Yours faithfully	18-03-2015	Date of report	Lynn Lavender	Name of Internal Auditor	Wellton Parish Council	Name of council
	13-8-2015	Date audit carried out	31 March 2015	Year ending		

Ms Lynn Lavender

Internal Auditor to the Council

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The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

To the Chair of the Council:

I carried out the year-end audit of Wellton Parish Council on 13 May 2015. I would take this opportunity to thank Samantha Daziel Parish Clerk for her help and assistance.

I was able to review a well ordered and detailed set of documents and records. By examination of the documents & records plus further questioning, I tested aspects of the Council's internal controls as required at Section 4 of the Annual Return and notwithstanding the items noted below, I am satisfied that effective policies and procedures together with systems to manage, monitor and control the Council's business are in place. Accordingly, I was able to answer 'yes' to all relevant questions and have signed the Return as required.

Recommendations from this visit

Minutes to be numbered in continuance throughout year eg begin at page 1 in April.