

SLOLEY PARISH COUNCIL (incorporating Frankfort)

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11th June 2025

Tracy Neave

Dear Ms Neave,

The Council would like to thank you for your assistance with the Internal Audit this year, especially your willingness at short notice.

We have read through your report and make the following comments regarding your recommendations:

- It is understood that a record of the last VAT return has not been located but the current Clerk is looking into this and will act accordingly.
- The appointment of a Councillor to undertake Internal Control throughout 2025/26 has taken place but we understand that this did not happen in the previous year.
- Procedures are now in place to ensure that the relevant financial paperwork is signed at each Council meeting.
- The Clerk has noted your comment about the lack of a year to date payroll report and will amend practice to ensure this takes place for 2025/26.
- The function of delegation is being looked into and a more robust approach and statement is expected to be in place during this financial year.
- It is understood that the requirements for public rights were not properly implemented for 2023/24 but this will be rectified moving forward. The Clerk is in the process of ensuring the new website is brought up to date and historical information will be uploaded in due course.

Your thoroughness and candid approach to completing the audit for 2024/25 is very much appreciated and it has helped enormously in ensuring we meet our obligations going forward.

Yours sincerely

A Tandy

Anne Tandy
Clerk to the Council
On behalf of Sloley Parish Council