

Do the Numbers Limited

37 Upper Brownhill Road
Southampton, SO16 5NG

023 8077 2341

20th May 2018

Beverley Bridgman , Clerk
Upton Grey Parish Council
Chippington Cottage
Weston Road
Upton Grey RG25 2RJ

Dear Beverley,

Subject: Review of matters arising from Internal Audit for 31 March 2018

Please find below the list of matters arising following my visit last week. Overall I found the records of the council to be in good order and I felt that the visit went well.

Control area	Issue	Recommended Action
S137 and GPC	Until the new clerk completes the CiLCA qualification, the council no longer has GPC status.	Members should assure themselves that all grants and spending are within the powers of the council (list at the end of this document)
Changes in membership	The council has had some changes in membership during the year. Resignations and appointments should always be publicly minuted.	Note that resignations by councillors are immediate once notified to the proper officer and the chair.
Risk assessment	The risk assessment was not approved during the year.	The document should be ratified every year, but especially when there has been a change in clerk.
Quotes and tenders	The council correctly reviewed quotes for work to be done but did not clearly minute the winner.	Whenever the council agreed to undertake significant expenditure, the company and value should be minuted.
Transparency Code	The Council owns some land and assets that should be clearly disclosed on the website.	An annotated map of the village should be uploaded to show what and where the council owns.

Please find attached my bill for the agreed fee. If you or your members have any queries or require further information, please do not hesitate to contact me.

Regards



Eleanor S Greene