

Do the Numbers Limited
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17th May 2017

Pippa Grob, Clerk
Nether Wallop Parish Council
Kents Farm
Nether Wallop
Hants

Dear Pippa,

Subject: Review of matters arising from Internal Audit for 31 March 2017

Please find below the list of matters arising following my review of your files. Yet again I found the records of the council to be in excellent order and that the checks went well.

Both you and Rodney can be proud of what has been achieved for your community and hopefully the incoming team will carry on the good work.

Control area	Issue	Recommended Action
Committees	The council seems to have formed several 'committees' for which minutes were not on file and meeting dates were not noted.	For a council the size of Nether Wallop, 'Working Groups' or 'Task and Finish' groups may be a better use of member and officer time. They cannot make spending decisions, but do not need agendas and minutes.
ICO registration	It appears that the council is not registered with the Data Protection registers.	This should be done as personal information is being used by the council.
Quotes, tenders and contracts	It is not always clear from the minutes whether three quotes were obtained and who and how much the winning quotes were for.	With the Transparency code intermittently applying to NWPC, care must be taken on the minuting of quotes.
Village Hall Committee	During the year the PC took over the new village hall. It is likely that a regularly minuted set of meetings will be needed for its management.	The incoming clerk will be able to work with the council to ensure that decisions are clearly recorded
Fixed asset register	The new Village Hall was added into the register at the value it cost the Charity rather than the nominal value at which it was transferred to the council.	The asset register value should be amended to £1 making the new total £189,402
Standard documents	The financial regulations and standing orders were not reviewed by the council during the year.	With the change in clerk, all documents will need to be reviewed in the coming months.

Members interests	The council has still not provided a link from their website to the TVBC website of members interests.	This should be done as soon as possible.
Transparency code	In 2016/17 NWPC had income such that it became a "gap" council, but will probably be covered by the code again in 2017/18. It is therefore worth trying to make the website compliant on an ongoing basis.	The website needs to contain details of fixed assets, standard documents, Internal and External Audit reports and policies and procedures. This will be best done once the new clerk is in post.

Please find attached my invoice for the agreed fee of £235. BDO will bill you £200 in due course

If either you or your councillors have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene