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**Kingsbury Parish Council
Internal Audit
14th April 2025**

Additional comments to the Annual Audit Report

The Audit was carried out with the Clerk, Rachael Lillico, who as new in post. Councillors Ian Thomas and Jean Thomas were also present.

Following the problems this council has encountered over the last few years, I was pleased to find a new Clerk in place, and despite her being in the role for only a few weeks, she showed a good knowledge of the role and the situation.

It was very pleasing to see that a large amount of effort had been put in by the councillors to stabilise and normalise the workings of the council. These efforts and the engaging of the clerk, with her understanding and recent initial training, have resulted in a transformed operation of the council.

The council now presented a revised and working set of accounts, policies and procedures. However, the following points arose during the audit and should be considered for the future.

- The new clerk, with her accountancy background, presented a well-constructed spreadsheet which is working well. Proprietary software packages available were discussed and the benefits these may have to helping the clerk, not only in the production of accounts but in following and maintaining the policies and procedures. This is something the council may investigate for the future.
- When following an audit trail for several randomly chosen payments it was noted that in several instances the minuting of the ordering of, and payment for, goods and services were incomplete. It should be possible to confirm these details from the records kept. The clerk understood this requirement and how it should be best carried out.
- A system of purchase orders is used but some minutes of this process were incomplete.

- The budget to support the annual precept request was full and well minuted, but the formal amount and the request was not minuted correctly.
- It was noted that the comments made in the previous years internal and external audits had been considered and changes made, more were needed as the year is to progress.
- A full set of policies and procedure and their review is in place and only minor changes are needed to keep this as required.

The council is to be congratulated in how it has addressed the past issues, and the seeking of advice and the following of such received has resulted in a much improved set of accounts, policies and procedures being presented.

The council should encourage the new clerk to continue her initial training and to consider further training as available from WALC. This would benefit both the clerk and the council.

The Clerk showed a clear understanding of her role and accepted the comments made above.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Bill Woolliscroft', with a long horizontal flourish extending to the right.

Bill Woolliscroft