



Blackwell Parish Council

Introduction

The audit has been carried out remotely on a sample basis of documents provided by the Clerk, also through information available on the Council's website, Chat GPT and from matters raised with the Clerk. During the audit reference has been made to the 'Practitioners' Guide' and the DALC Internal Audit Checklist has been used.

Audit

The following were reviewed:

- Accounting Records and Council Minutes
- Compliance with Standing Orders and Financial Regulations
- Risk Management and Insurance
- Budgets and Reserves
- Income and VAT compliance
- Staffing and Payroll arrangements
- Asset Control
- Compliance with Transparency Code
- Key governance documents

Outcome

Council agendas are well laid out with clear and concise information which will help both those attending and any residents reading them.

Similarly, the minutes are concise and very well written. I found it very easy to cross reference documents to the minutes.

Examination of the procedures, policies and documents noted in the DALC checklist illustrates that the Council is well managed and keeps comprehensive governance and financial records which are reviewed periodically and kept up to date.

Internal Control Objective F has been ticked as 'not covered' as the Council does not operate a petty cash system.

There were no matters to bring to the attention of the Council.

I would like to record my thanks to the Clerk, Kate Poynter for her help in carrying out the audit and providing the information in a clear and organised manner.

I would be happy to discuss any of the above matters further with the Council or the Clerk if this is considered necessary.

SS Stockdale

Suzan Stockdale
28 May 2026

The Audit has been carried out as part of the DALC Internal Audit Team