

WILMINGTON

GRAVESEND ROAD

SHORNE

KENT

DA12 3JH

28 May 2025

TO – CHAIRMAN & CLERK STANSTED PARISH COUNCIL

Thank you for the opportunity to carry out the Internal Audit of Stansted Parish Council Accounts for the Financial Year 2024/2025.

I could find no errors with the figures as presented and agreed the year end as summarised by the clerk. The AGAR has been filled in, the Internal Audit Section has been signed, and the rest of the form is ready for your next meeting.

The accounting system provides up to date expenditure reports and greatly helps with the year end process, enabling the clerk to produce meaningful data for the AGAR report.

The financial reports submitted at your Parish Council meetings ensures that all Councillors are up to date with the current position of the finances and balances in the bank accounts held.

Comments that I have are as follows –

BUDGET & PRECEPT – At the full council meeting dated 6 January 2025 the budget for 2025/2026 was approved but there is no documentation on file to support the budget, Also the precept was agreed, again no figure was declared in the minutes. When the next meeting occurs to set the budget & precept takes place could these items be shown in the minutes.

WEBSITE – I would like to again bring this matter to your attention and hope that it can be resolved. Currently the website gives sparse details of how to contact the Parish Council, there is no telephone number or full address to send a communication only an email. Could the Parish look at this and consider updating Contact details. You publish the Minutes of your meetings but the Appendix A (detailing bank balances, invoices to be paid etc) is not included; is there a reason for this to be held back.

BANK ACCOUNTS - The address for the two Nationwide Accounts still needs to be changed to that of the current Clerk's address and not of the previous clerk, and that the clerk is included on the mandate as well. There are two main bank accounts that have next to nothing in the account, should these not be closed and monies transferred.

I have separately enclosed my invoice for the time taken to carry out the Internal Audit for the 2024/2025 year.



MARTIN FIELDER-WHITE