

Our Ref: CDM/CDM/BISO8

Private and Confidential

F.A.O Sandra Morrison
Bishop Wilton Parish Council
Email: clerk@bishopwilton-pc.gov.uk

24 April 2026

Dear Sandra,

Internal Audit – Year Ended 31 March 2026

I have carried out the internal audit of the records and figures for Bishop Wilton Parish Council, for the year ended 31 March 2026. This work occurred on Tuesday 21 April and Friday 24 April at our office.

I have examined the figures, AGAR return and policies / procedures / minutes of the Council for the year in question. I am satisfied that the Council is compliant in all areas, and has appropriate procedures and controls in place. I am also satisfied that the figures presented to me are complete and correct, barring an incorrect entry on the Schedule 2 Payment Appendix dated 23 March 2026 where the document I have seen states the basic pay and working from home allowance relates to February but should read March. I have been assured this will be amended. I also noticed on the Council's website when the meetings button is selected a page of upcoming council meeting dates is displayed, but this reads 2024. I would recommend updating this to the 2026 proposed meeting dates.

As part of the audit I have looked into a specific concern brought to my attention from Cllr Sumpner regarding potential breaches of the Standing Orders and Financial Regulations of the Council regarding additional hours paid to you in March 2026 relating to work done in February 2026, and whether this work was done for the benefit of the Council, and whether you were pressured in any way by any Council members to carry out this work and produce the report that was prepared as part of this work. I do not believe there has been any breaches of the Standing Orders or Financial Regulations, nor that you were pressured into carrying out this work in any way. I believe the work you carried out was due to a genuine concern of a possible GDPR breach, and as such was in the interest of the Parish Council generally to carry out said work. On the matter of payment of your additional hours were approved prior to payment being made, rather than retrospective approval being sought for a payment already made at the time i.e. had approval of the extra hours not been given in the March meeting then payment of these extra hours simply would not have been made in my opinion.

The two points I have mentioned above regarding the payment schedule and meeting dates page of the website are not significant, just things to update, and I have therefore signed the Annual Internal Audit Report 2025/26, and I enclose a scan of the document. The original is within the records you provided to me.

Thank you to you and the Council for your instructions to carry out the internal audit.

I will send our invoice regarding this work to you via email.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Chris Mattinson', with a stylized flourish at the end.

Chris Mattinson FCCA

Director

Asquith Accountants Ltd