

Do the Numbers Limited  
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Southampton, SO16 5NG  
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6<sup>th</sup> June 2019

Nicola Curzon, Clerk  
East Boldre Parish Council  
PO Box 389  
Lymington  
Hants SO41 1BG

Dear Nicola,

**Subject: Review of matters arising from Internal Audit for 31 March 2019**

Please find below the list of matters arising following my visit today. I felt that the review went well and that the records and systems of the council are in good order.

Control area	Issue	Recommended Action
Internal audit report	It was not clear whether the council received and devised an action plan from the internal audit report last year.	IA reports should be published in the minutes on the website and action plans agreed.
Contracted works	When work is being approved that is over £500, a clear minutes should record the name of the winning contractor and the value.	Even when works are agreed at short notice, the transparency rules should be adhered to.

Please find enclosed my invoice for the agreed fee. If either you or the members of the council have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene