LIGHTATOUCH

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06 May 2026

The Executive Officer

Grayshott Parish Council

Grayshott Sports Pavilion

Beech Hanger Road

Grayshott, GU26 6LS

Dear Serena

Final Internal Audit Review:
Grayshott Parish Council – October 2025 to March 2026 and Year End procedures

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2025-2026 Annual Governance and Accountability Return (AGAR).

We have complied with the legal requirements and proper practices set out in:

- 'Accountability and Governance for Smaller Authorities – A Practitioners' Guide (England)' 2025
- The Accounts and Audit (England) Regulations 2015 (as amended).

This is the final audit in 2025-2026 to check that the Council adheres to the requirements set out in the Governance and Accountability for Smaller Authorities in England ensuring that compliance with proper practices is maintained.

The Clerk has also provided back-up information from the RBS Alpha software for the period October 2025 to March 2026 to support the current governance and financial management position of the Council.

Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulation 2015 and ICO Publication Scheme from the Council's website.

As we have already carried out an Interim Internal Audit review in 2025-2026, we have used information already recorded from this review to complete the internal control objectives on the (AGAR) Internal Audit Report. This is acceptable practice for the External Auditor.

New requirements to be introduced into the Practitioners Guide 2025 and applied from April 2025 require all Council to introduce IT and Data Compliance controls to comply with Assertion 10 on the Governance Statement 2025-2026. We have tested these new requirements as part of the end of year Internal Audit review.

Now the outcome is known from the Local Government Reorganisation for Hampshire the Parish Council should seek confirmation during 2026-2027 on the transfer arrangements from East Hampshire District Council to the new Mid Hampshire Authority.

We further discussed the potential of assets transfers from East Hants District Council will need careful consideration on how these will be received and managed by the Parish Council. The Parish Council should continue to confirm any potentially viable or not for them to manage. (***Audit Note: It is our opinion that the Parish Council must be mindful of their capacity to manage future asset transfers as to ensure both future budget and resourcing to manage these in future years).***

As part of this final Internal Audit Review, we checked:

Bank Reconciliations
• the Bank Reconciliation at 31 March 2026 was re-performed and no errors were noted.

Income and Expenditure, Reserves, PWLB loan and VAT reimbursements
• all income and expenditure items as at 31 March 2026 were confirmed, and details are accurate to the records held by Council.

Risk Assessment 2025-2026
• the risks of the Parish Council were reviewed on 16 March 2026 to ensure that the requirements of the Governance and Accountability for Smaller Authorities in England (March 2025) is met.

Parish Council Minutes
•Minutes of the Council were checked on the website for approvals and decisions made from October 2025 to March 2026 and approval of payments was checked for October 2025 to March 2026.

Asset Register
•The Asset Register was agreed and approved on the 21 July 2025 for 2025-2026.

IT and Data Compliance

•we are pleased to report that Assertion 10 of the Governance Statement 2025-2026 is met as:

- ***staff and Councillors are using the correct email extension of.gov.uk.***
- ***an IT Policy has been produced and is displayed on the Parish Council website.***
- ***An accessibility statement is uploaded on the Parish Council and the website requirements to comply with the rules to meet the new WCAG 2.2 AA standard for website accessibility is in place.***
- ***An ICO Publication Scheme template for Parish Councils has been uploaded to the Parish Council website.***

The Parish Council should note the need for regular staff and Councillor training on Data Protection which should be recorded in the Minutes of the Parish Council.

A data audit is required and although we acknowledge this has been completed and recorded in the minutes of the Parish Council in March 2026 it is recommended that this should become a regular routine to ensure that the principles of keeping relevant and up to date data is reviewed on a regular basis.

All these requirements are now mandatory from the 01 April 2026.

End of Year Procedures 2025-2026

A full check was carried out on the End of Year documentation provided by the Clerk to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2024-2025 and 2025-2026 shown on Section 2 of the AGAR as required by the External Auditor.

The 2025-2026 AGAR Internal Audit Report requires the Internal Auditor to check the Council has correctly provided the proper opportunity for the Exercise of Public Rights in accordance with the requirements of the Accounts and Audit Regulations during 2015.

This includes the Internal Auditor being shown evidence that the posting of the Notice on the website was done at least one clear day before the 30-working day period begins.
(Audit Note; We are pleased to report that the Parish Council have displayed the Notice correctly to comply with the requirements of the Accounts and Audit Regulations 2015).

The Parish Council is an external audit intermediate review and will also need to submit to the External Auditor for 2025-2026, a copy of prior year notice of completion (2024-25) of the external auditor's work on the annual return, and evidence of its publication (such as a web address and dates of documents being added).

Audit Opinion

All the internal control statements shown in the Internal Audit Report of the AGAR have been completed to show our opinion that there is an appropriate control framework in place for the Parish Council.

The Annual Internal Audit Report to be submitted to the External Auditor was completed and signed by Tim Light.

Action Required

This letter report should be circulated for the next meeting of the Parish Council to inform them of the Internal Audit work carried out. The details of this Internal Audit Report Letter should also be Minuted by the Parish Council.

Finally
As this is my last internal audit review for the Parish Council before I retire may I take the opportunity to thank you for your help and support in the time that I have provided the Internal Audit Service to the Parish Council.

I wish the Parish Council well for the future.

Yours sincerely,

Tim Light FMAAT, AATQB

Internal Auditor