

# Derek Walker

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6<sup>th</sup> June 2007.

Perton Parish Council,  
Civic Centre,  
Church Road,  
Perton,  
Wolverhampton,  
WV6 7PD

PERTON PARISH  
07 JUN 2007  
COUNCIL

Dear Sirs,

## Internal Audit 2006/7.

Further to my recent internal audit, I would draw your attention to the following matters:-

1. The appointment of the Clerk was confirmed in July 2006, but I could find no details of his conditions of appointment or his Contract of Employment. The latter is a legal requirement and should be corrected as soon as possible.
2. Whilst not wishing to criticise the Clerk, it would appear that he has continued the policy of the previous Clerk by putting verbatim reports in the minutes. The training manual of the Society of Local Council Clerks states (a) Minutes should be as concise as possible.  
(b) Resolutions or decisions should be recorded.  
(c) At most, a short summary of the discussions is all that is recorded.  
(d) There is no need to record what named Councillors said.

I would also confirm that I am totally independent of your Council and have no contact, at any level, with any Member, employee or supplier.

Yours sincerely,

