

Mrs. J. Brooke

64 South Green Gardens

Dereham

NR 19 1PY

Mrs. G. Hubbard

Parish clerk

Stanfield Parish Council

21 South Green Gardens

Dereham

NR19 1PY

November 9<sup>th</sup> 2018

During November 2018 I visited the Clerks office to inspect the Minute book; Cheque book; Accounts book and receipts and invoices.

I found no discrepancies.

The clerk is on a PAYE system and Tax is paid to HMRC office on a regular basis.

Stanfield Parish Council has insurance in place for the clerk and for public liability and assets.

As the council carries out no activities there is no need for Risk Assessment policy.

Data Protection documents are in place and available for inspection on the website.

Amended documentation was adopted earlier this year to acknowledge that the clerk is also the DP officer