**Billinge Chapel End Parish Council**

The Public Hall, 216 Main Street, Billinge WN5 7PE

Mobile: 07483 325064

e-mail: clerk@billingeparishcouncil.gov.uk

**21/07/2025**

**Jo O’Donoghue**
231 Hartford Road

Davenham

Northwich

Cheshire

CW9 8JT

**Subject: Internal Audit for Financial Year 2025/26**

Dear Jo,

I hope this finds you well.

On behalf of Billinge Chapel End Parish Council, I am writing to ask whether you would be willing to carry out the **Internal Audit** for the financial year **2025/26**.

The Council greatly values your experience and independence, and we would very much appreciate your continued support in this important role. Should you be available and willing, we would be pleased to formally confirm your appointment at our next council meeting.

Please let us know at your earliest convenience if you can take on the audit for the coming financial year.

We look forward to hearing from you.

Kind regards,

**Karen Newton/ Councillor Frank Gill (Chairman)**
**Clerk / Chair**
**Billinge Chapel End Parish Council**