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Independent Internal Audit Service for Parish and Town Councils

23rd June 2020

The Chairman
C/o Melbourn Parish Council
The Hub
30 High Street
Melbourn
Cambs SG8 6DZ

Dear Sir

INDEPENDENT INTERNAL AUDIT FOR Financial Year 2019/2020

I have received, by post, the signed AGAR together with accompanying papers. In the time allotted it is not possible for me to inspect all Council documents available on your Council web site, but a spot check has confirmed the following issues. I have clarified most of them with the Assistant Clerk via a zoom meeting but of course I have not been able to inspect any original council documents. I would also remind the Council that it is not in my remit to check the accuracy of the Council accounts.

I trust that the Parish Council have been satisfied with the level of service we have provided during this difficult period and that they will consider appointing Canalbs Ltd to undertake the Independent Internal Audit for the next financial year. Our charge for this service will be £45.50 per hour for the next financial year, and, in line with Inland Revenue our mileage rate will stay at 45p per mile.

Yours sincerely

Jacquie Wilson (Mrs)
Director

REPORT AND OBSERVATIONS TO MELBOURN PARISH COUNCIL

From my previous reports I note that:

EMPLOYMENT

It would be too sensitive an undertaking to audit all the employment issues that have been work in progress since my mid-year visit. Therefore this will have to be undertaken at our next mid-year visit.

USE OF STATUTORY POWERS

I observe, from the web-site. that a system has been put in place to minute the statutory power being used when the council are resolving to introduce purchases and projects. I will review this with the Clerk at my mid-year visit.

RISK ASSESSMENT

I observe, from the web-site, that the Council have begun to report at every full council that full risk assessment and management have been considered and review the effectiveness of the current policy.

INSURANCE

The Council have renewed their contract with Came & Co and are now in year 2 of a 3 year contract. The policy does have cover for data breach.

Please note that national guidance has been issued as several councils have found that their property assets are under-insured and therefore were unable to fully claim for damage etc.

- Any council owned asset with a flat roof should be professionally inspected every two years.
- Any Council owned building should be professionally re-valued every five years.

Due to the pandemic I have not reviewed the back-up security system for all council records

PLAYGROUND INSPECTIONS

I understand that the Council despite expressing concerns regarding the quality of reporting faults for the annual RoSPA Inspection, the Council have again used the Company this year.

WEB-SITE – Policy Documents

I recommend that the Council consider adding the date each document has been reviewed so that any outstanding reviews can be spot-checked.

Jacquie Wilson (Mrs)
Director