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Independent Internal Audit Service for Parish and Town Councils

10th June 2021

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

Dear Sir

INDEPENDENT INTERNAL AUDIT FOR Financial Year End 2020/2021

I have undertaken a face to face audit session subject to covid 19 regulations and the following observations and recommendations can be found in my attached report. I would remind the council that it is not in my remit to be responsible for the accuracy of the 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 £47.50 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:

THE COUNCIL

The Parish Council is due for election in May 2022. The Council has 15 seats with currently 5 vacancies.

All Councillors have and operate a dedicated ".co.uk" email address that is advertised on the web site.

EMPLOYMENT

All areas are now operating correctly and the new Assistant Clerk is hoping to start her CiLCA training in September.

NEW CODE OF CONDUCT

The Council have adopted the new Code of Conduct and all related documents have been reviewed.

INSURANCE

Quotes are being sought to revalue all buildings prior to renewing insurance policy in September 2021 and will be precepted for in the next budget. Currently in 1st year of 3 year deal with Came & Co.

COUNCIL POLICIES

The Council have drawn up a new policy on Effectiveness of Internal Controls which has been passed by full council and have updated financial risk assessment policy.

These are now fully documented on the web site.

From my latest year end visit I note:

The Council now hold two debit cards which are both regularly reconciled by the RFO with supporting invoices etc. One has a maximum of £100 and is used by the Wardens – the other is for Office use with a maximum of £200.

TIME BANK

A new recruit has been found for the post of Co-ordinator.

BUDGET CONTROL STATEMENTS

Are presented to the full council monthly.

DEFIBULATOR

This is owned, sited and maintained by the Hub.

GENERAL POWER OF COMPETENCE

Not used.

PLAYGROUNDS

Regular inspections have continued to be undertaken throughout the pandemic and the Maintenance Committee have created a rolling "to do list". RoSPA inspection carried out in May.

TRUSTEES

No.

DECLARATION OF INTERESTS AT MEETINGS.

The minuted procedure for the month of March was satisfactory. However care should be taken during the writing of other minutes to reflect the actual actions the councillors took before, during and after the debate as this is the only evidence (should there be a complaint) of what actually happened.

VAT

This is claimed quarterly.

FINANCE

The Petty Cash account has been reconciled with an imprest float of £30.

PRECEPT	£267,870	FIXED ASSETS	£2,141,178
General Reserves	£150,000		
Earmarked	£124,867		
S.106	£330,395		
		c/f balance	£ 605,262

Jacquie Wilson (Mrs)
Director