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Independent Internal Audit Service for Parish and Town Councils

17th November 2021

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

Dear Sir

INDEPENDENT INTERNAL AUDIT FOR Financial Mid Year 2021/2022

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 look forward to arranging my year end visit.

Yours sincerely

Jacquie Wilson (Mrs)
Director

REPORT AND OBSERVATIONS TO MELBOURN PARISH COUNCIL

I am pleased to say that this report has only observations of good practice and a strong risk management policy found in my spot check. It is a pleasure to audit a Council that, after considerable work over the past few years, has managed to create a proactive regime.

THE COUNCIL

It is therefore a pity that there are currently six vacancies but it is hoped that these will be filled with the next Elections due in 2022.

- All Declarations of Acceptance of Office and Register of Interest Forms have been updated.
- Councillors have attended on line training regarding the New Code of Conduct which has been adopted by the Council.
- The Assistant Clerk, Sophie, is making good progress with her CiLCA training on line.

INSURANCE

The policy had reach the end of a three year contract Came and Co only provided one quote with an increase in premium of more than 100% so the Council went out to tender and have accepted a three year deal from BHIB with Aviva.

- The policy includes Data Breach cover
- All buildings have been re-valued
- The Council is under the population limit

PLAYGROUNDS

- Weekly inspections have continued to be undertaken by the wardens.
- The Maintenance Committee have a robust tracking system for any repairs required.
- RoSPA undertook its Annual Inspection and picked up some faults in the new ground which are currently being addressed. The old ground was satisfactory.

EMPLOYMENT

The six monthly staff appraisals have been undertaken with a view to achieving positive outcomes. Good risk management and record keeping.

ALLOTMENTS AND BURIAL GROUND

The fees have remained at current levels with no problems reported.

There is currently a question about adopting the access road to the new cemetery.

Jacquie Wilson (Mrs)
Director