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# canalbs

# ltd

## **Independent Internal Audit Service for Parish and Town Councils**

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27<sup>th</sup> May 2022

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

Dear Sir

INDEPENDENT INTERNAL AUDIT FOR Financial Year End 2021/2022

I have undertaken a face to face audit session 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 54p per mile.

Yours sincerely

Jacquie Wilson (Mrs)  
Director

## REPORT AND OBSERVATIONS TO MELBOURN PARISH COUNCIL

### ***From my previous reports I note that:***

#### THE COUNCIL

Seats 15 Vacancies 4 Election 2022.

- The Council have adopted the new Code of Conduct and all Councillors have a dedicated email account and signed their Declaration of Office and Register of Interest Forms.
- All Councillors who were returned unopposed at the recent election have undertaken training.
- Two new councillors are scheduled to undertake training.

#### EMPLOYMENT

- The Assistant Clerk has successfully completed her first unit of the CiLCA qualification.

#### TIME BANK

- The Co-ordinator is still in place and is doing excellent work.

#### INSURANCE

- Due to an increase in the cost of their policy following the re-valuing of their buildings, the Council now have their policy with BHIB and have a separate policy for data breach cover.
- I am re-assured that the Council have accepted their Broker's advice and have now confirmed that the Church Wall has been insured for its full value.

#### RISK ASSESSMENT AND RISK MANAGEMENT

- There is good evidence that the Council are making decisions and taking actions subject to their Risk Management Policy.

#### COUNCIL POLICIES

- I understand that all Policies are subject to a rotational schedule of review and update.

#### BURIAL FEES

- It was recommended that there will be no increase.

#### PAVILION

- The fees for use of the Pavilion were reviewed and there will be no increase.

#### PLAY GROUNDS

- ROSPA Annual Inspection undertaken in April for Clear Crescent but it was agreed that as the play equipment is due for refurbishment on the other playground it was not necessary to carry out an annual inspection. Both areas are regularly inspected and the Maintenance Committee continue to monitor the repairs to any faults found.

#### DEFIBULATOR

The Council are installing two more, one on the sports pavilion and the other on the doctor's surgery.

#### TRUSTEES

No

## FINANCIAL

VAT is reclaimed quarterly.

### PETTY CASH

This account is reconciled with an imprest float of £30 and is used for the purchase of small office items such as milk stamps etc. Although tenants are encouraged to pay rent by cheque or BACS there are still some who prefer to pay cash which is accounted for separately.

BANK with Unity Bank. Clerk to check that bank mandate has been updated if necessary.

PRECEPT	£275,300	FIXED ASSETS	£ 2,353,229
GENERAL RESERVES	£150,000		
EARMARKED RESERVES	£183,382		
S. 106 balance	£330,395	c.f BALANCE	£663,777.00