



**capalc**  
Cambridgeshire and Peterborough  
Association of Local Councils

**CAPALC Ltd**  
The Norwood Building  
Parkhall Road  
Somersham  
Huntingdon  
PE28 3HE  
Tel: 07507 520849  
[www.capalc.org.uk](http://www.capalc.org.uk)  
[office@capalc.org.uk](mailto:office@capalc.org.uk)

## Cambridgeshire & Peterborough Association of Local Councils

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3<sup>rd</sup> April 2024

### By Email

Melbourn Parish Council  
Melbourn Hub  
30 High Street  
Melbourn  
SG8 6DZ

Dear Chair and Cllrs

### Melbourn Internal Audit- Interim Internal Audit Visit– 20<sup>th</sup> March 2024

Following our visit to Melbourn Parish Council on Wednesday 20<sup>th</sup> March 2024, we confirm we met with Alexandra Coxall, Abigail Williams and Shelley Coulman to complete the initial part of the 23/24 Internal Audit.

Overall, we were impressed by the efficiency of the office, the detail in the minutes and the information made available to the public. We would like to stress that finances were not considered in depth at this meeting, these will be reviewed after the Year End procedures have been carried out. We did review a sample of financial transactions throughout the year though and found all to be in accordance with Proper Practices.

We would like to raise the following matters with Melbourn Parish Council Councillors in advance of our next visit.

#### **Legislation**

- It would be prudent for the parish council to review the current Standing Orders; whilst these are based upon the 2018 NALC Model (including the 2022 update), they have not been reviewed since November 2022.
- We would suggest that all councillors review their Register of Interest annually and make any changes required.

#### **Risk Management**

- The council should urgently review the Risk Management Policy which was last reviewed in 2018. Review of this document, along with the risk register/risk assessments should take place annually. Adequate assessment of risk is a requirement of the Annual Governance and Accountability Return (AGAR).

**Financial**

- A copy of the approved budget should be easily accessible on the council's website; at present it is only accessible through the agenda pack for the meeting at which it was approved.

**Data Protection**

- Though there is a Data Protection Policy in place for the council, we would recommend a log of data breaches is implemented and maintained too.
- We suggest that the privacy policy is reviewed, and a review date added to the document.
- We would also recommend that the Clerks attend some Data Protection training where possible.

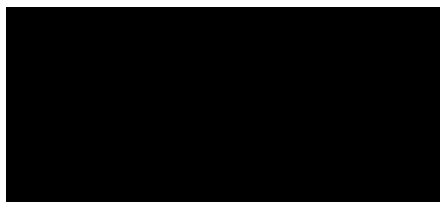
**More generally**

We have made some general recommendations to the staff team, including:

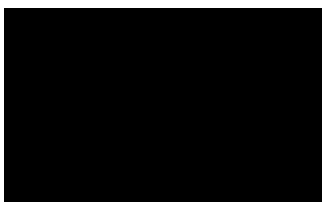
- Use of the policy tracker document would help to ensure that all policies and procedures are reviewed as required.
- The Chairman should sign a Declaration of Acceptance of Office at each annual meeting held in May.
- Signed copies of minutes should not be double sided and should be signed at the meeting at which they are approved.

A secondary visit has been arranged for Wednesday 5<sup>th</sup> June at 10am. We will undertake the remaining parts of the audit at this visit, before completing the Internal Auditors section of the AGAR for consideration by members.

Yours faithfully



Internal Auditor



Internal Auditor