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Cambridgeshire & Peterborough Association of Local Councils

1st July 2024

By Email

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

Dear Chair and Cllrs

Melbourn Internal Audit- Internal Audit Visit– 5th June 2024

Following my second visit to Melbourn Parish Council on Thursday 5th June 2024, I confirm I again met with Alexandra Coxall, Abigail Williams and Shelley Coulman to complete the final part of the 23/24 Internal Audit.

I was pleased to see a number of previous recommendations had already been actioned including a review of Standing Orders and Registers of Interest, as well as implementation of a data breach log. The following recommendations remain to be actioned or have been raised at the second visit.

- 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).
- 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.
- I would recommend that the Clerks attend some sector-specific Data Protection training.
- Insurance figures should be added to the asset register.
- To meet transparency requirements, the council should update the "Income over £500" on its website.
- Records should be kept of all inspections, whether that be inspections of defibrillators, memorials or play areas.

I confirm I have completed the Internal Auditors section of the AGAR but appreciate Sections 1 & 2 had been reviewed and approved by the council in advance of my second visit.

It has been a pleasure to undertake the internal audit for Melbourn Parish Council this year, records are well kept and it is pleasing to see a staff team so supportive of each other.

Finally, if you have any questions relating to my covering letter or the accompanying IA report, please do not hesitate to contact me.

Yours faithfully

A handwritten signature in black ink that reads "V. Taylor". The signature is written in a cursive style with a large, stylized 'V' at the beginning.

V Taylor PSLCC
Internal Auditor