Computer Support Network & PC



# canalbs Itd.

196 Cavalry Park March Cambs. PE15 9DL

Tel: 01-354-655459

Email: j.wilson@canalbs.co.uk

# Independent Internal Audit & Training Service for Parish and Town Councils

7<sup>th</sup> June 2023

The Chairman C/o 3 The Brook, Sutton CB6 2PU

Dear Sir/Madam

INDEPENDENT INTERNAL AUDIT YEAR END REPORT for Financial Year 2022/2023

As a result of my recent year end inspection, I enclose a report of my findings, together with any recommendations for the Council to consider.

In the time allotted it is not possible for me to inspect all Council documents, but in a spot check we have discussed the following issues and I have clarified all of them with the Clerk at our meeting.

I would also remind the Council that it is not in my remit to check the accuracy of the Council accounts. Please note that the External Auditors have now ruled that the Independent Internal Audit and Report must be completed before the Council meet to adopt their year end accounts and complete the AGAR.

I trust that the Parish Council have been satisfied with the level of service we have provided 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 £49.50 per hour for the next financial year, and, in line with Inland Revenue our mileage rate will stay at 45p per mile when applicable.

Yours faithfully

Jacquie Wilson (Mrs)Director

Canalbs ltd Wilburton Parish Council June 2023

# REPORT AND RECOMMENDATION for year end 2022/23

#### COUNCIL MATTERS

• Seats 9 Vacancies 2 Election 2023

- Declaration of Acceptance of Office and Register of Interest Forms have been signed.
- New Code of Conduct will be adopted at the July meeting.
- Web Site: Needs updating
- Accounts Software Package: Scribe

## **EMPLOYMENT**

- At the time of this meeting Andy Milne was taking over the post of Parish Clerk.
- Kara Atkinson the Assistant Clerk is having her hours and responsibilities reviewed.

# **INSURANCE**

- The Policy is with Zurich.
- The Parish Council will go out to tender for a new three year contract during this year.

## **COUNCIL POLICIES**

- All policies will be reviewed
- General Power of Competence no qualification.

#### **ICO REGISTER**

• The Annual Registration Fee has been paid.

#### **CONTRACTORS**

- The Parish Council urgently needs to adopt a Contractors Policy,
- It is recommended that the new Clerk consults CaPALC who will be able to supply a model document.

#### PLAYGROUND & PLAY AREA

- The administration and risk management policy will be studied by a newly appointed Working Party who will urgently review the level required.
- CaPALC can supply training and guidance.
- There has been an annual RoSPA inspection and report.

#### VILLAGE HALL

No

#### **ALLOTMENTS**

• The Parish Council currently have management of tenants and contractors which are being reviewed,

## **BURIAL AUTHORITY**

• The management, burial records and risk policy are up to date.

## **ARCHIVE**

 Attention will be given with regard to the management and GDP Regulations of these documents

## **FINANCE**

• Bank Account currently with Lloyds Bank. The Parish Council is looking at alternative suppliers.

## Petty Cash

No transactions

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# **Bank Mandate**

• Will be adjusted once a transfer has been negotiated

# **Budgetary Control Statement**

Issued to each council meeting

# **VAT**

Claimed Annually

PRECEPT £ 58,658 FIXED ASSETS £1,001,450

GENERAL RESERVE £119,494

EARMARKED RESERVE £156,712

CIL included

C/fwd Balance 227,951

Published Accounts from Monday $12^{\text{th}}$  June to Friday 21st July