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Cambridgeshire & Peterborough Association of Local Councils

Chairman – Somersham Parish Council
C/O Somersham Parish Council
The Norwood Building
Parkhall Road
Somersham
PE28 3HE

3rd May 2024

Dear Chairman

I have visited the Executive Officer to Somersham Parish Council to undertake the Independent Internal Audit for the Year End 31st March 2024.

I would like to thank Irene for her time, and for providing me with the documents and information requested to commence the audit. I made one initial visit to Irene and have followed this with a final visit to complete the audit and the AGAR.

The duties of the Internal Auditor relate to reporting on the adequacy and effectiveness of the authority's system of internal control. I have undertaken the Internal Audit and Review of the records and documents of Somersham Parish Council's financial and governance records and controls.

Please find attached the Checklist that is provided to me by CAPALC to use to undertake the Internal Audit. Below is a summary of my findings in relation to the adequacy and effectiveness of the systems of internal controls for Somersham Parish Council.

The following recommendations and/or comments were made at the Interim Audit, and I am pleased to be able to note that they have all been addressed.

- Health and Safety Policy Adopted 2015 – This is due to be reviewed and updated. I will check this again at year end.
- Risk Management Policy – To be reviewed and adopted at the Annual Meeting of the Council.
- 15th May 2023. This was the Annual Meeting of the Parish Council; however the Agenda and Minutes do not state that this was the Annual Meeting.
- Bank Reconciliation's raised on the Rialtis software now have a section for two bank signatories to sign. These have not been signed.
- Personnel Committee – It is noted that the Personnel Committee is discussing additional subjects not relating to HR/Personnel matters, for example updating policies, lease agreements and such like. Irene has given me a copy of the terms of reference for this committee, and I would suggest that these are reviewed to ensure that the committee is only discussing items as per these terms. It is also noted that the whole of the meeting of the personnel committee is undertaken within a closed meeting, and it is felt that some of the items under consideration could/should be discussed in an open public part of the meeting.

During my final visit it is noted that:

1. The council holds quite a number of Earmarked Reserves, on discussion with Irene it was felt that some of these reserves are general revenue and may be better placed with a cost centre and codes as part of the budget. Irene is going to consider this when setting the next budget in the autumn.
2. I was also tasked by CAPALC to carry out internal audits for a number of small charities after completing the Somersham PC audit. It is noted that the Irene, as part of her Executive Office Role administers some of these charities, however, this work does not form part of her job description or contract with the council. It may be useful to have some clarification on this charity work.

I have completed and signed the AGAR and left this with Irene. If you have any questions, please contact me.

Yours sincerely

Rosie Hughes BA(Hons) CILCA FSLCC
CAPALC Ltd