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

20<sup>th</sup> May 2022

The Chairman  
C/o Somersham Parish Council  
The Norwood Building  
Parkhall Road  
Somersham  
Cambs PE28 3HE

Dear Sir

**INDEPENDENT INTERNAL AUDIT FOR Financial Year End 2021/2022**

This year I have undertaken a face-to-face independent internal audit check as well as spot checking items on your Council web site. I have completed my checklist and, given the high level of qualifications of your Clerk, I am very pleased to inform you that there was only one issue to report for Council consideration.

### **RISK ASSESSMENT AND RISK MANAGEMENT**

All insurance companies for parish councils are informing their clients that should a claim be made they will be looking carefully for evidence that the particular council has demonstrated due diligence when making decisions on all aspects of council management e.g. of purchases of assets or provision of services. I am happy with the level of recording in the minutes when financial risk is involved, but even though I am certain that the Council are considering other risks there is very little or no evidence that the Council could produce at the moment to substantiate that.

In my spot check I have noted that:

**NEW CODE OF CONDUCT** was adopted in June 2021. All Councillors are scheduled to receive training.

All Councillors have a dedicated email address.

**DECLARATION OF OFFICE AND REGISTER OF INTEREST FORMS** have been duly signed

### **COUNCIL POLICIES**

All these are regularly reviewed and adopted.

### **COUNCILLOR ALLOWANCES**

The Council decided not to pay allowances.

## PLAYGROUND

The sea container was broken into. (This is a typical example where evidence should be in the minutes of analyzing the risks involved when deciding the future of this asset).

## JUBILEE PREPARATIONS

This is another area where risk management should be carefully considered and minuted.

## ALLOTMENTS

### BURIAL AUTHORITY

### DEFIBULATORS.

### GENERAL POWER OF COMPETENCE

None

## VILLAGE HALL TRUSTEES

No-one has come forward.

## VAT RETURNS

These are claimed quarterly

## TIME BANK CO-ORDINATOR

A replacement has been found

## STAFF APPRAISALS

Have been undertaken

## INSURANCE

This has been renewed with Hiscox (now Gallagher) and the Clerk confirms that the policy has data breach cover.

## FINANCE

### Optimum Card

This account is regularly reconciled with the corresponding receipts.

No petty cash transactions are undertaken.

## FIXED ASSET REGISTER

Buildings have been revalued and as per PKF Littlejohn's instructions the Fixed Asset Register has been adjusted.

## YEAR END

PRECEPT	£237,964	FIXED ASSET REGISTER	£1,122,002
GENERAL RESERVE	£36,962		
EARMARKED	£199,724		
CIL/S.106	nil	C/f BALANCE	£236,687

I would also remind the Council that it is not in my remit to check the accuracy of the Council 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.

Please note that the audit for the Council Charities has been completed.

Yours faithfully

Jacquie Wilson (Mrs)  
Director