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**canalbs**  
**ltd**

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

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5<sup>th</sup> June 2021

The Chairman  
Bury Parish Council  
C/o 37 Station Road  
RAMSEY  
Cambs PE26 1JB

Dear Sir

INDEPENDENT INTERNAL AUDIT FOR Financial Year End 2020/2021

I had a face to face meeting with the Clerk in my garden held within Covid 19 regulations and have discussed the following issues listed in the attached report.

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 45p per mile.

Yours faithfully

Jacquie Wilson (Mrs)  
Director

## REPORT AND OBSERVATIONS TO BURY PARISH COUNCIL

I am pleased to report that the CiLCA qualification the Clerk has achieved has resulted in the high professional level of the presentation of the Council Agendas, Minutes and other documents clearly reporting on the procedures undertaken and decisions of the Council.

### THE COUNCIL

Currently has nine seats with one vacancy and elections in 2022.

### STAFF APPRAISAL

This is due to take place this month.

### NEIGHBOURHOOD PLAN

This went for referendum on 6<sup>th</sup> May 2021.

### PLAY AREAS

The areas are inspected monthly and noted by the Council monthly.

### GRASS CUTTING CONTRACT

The current contract has been terminated and the Council (having gone out to tender) and decided to use the same company that is currently cutting the cemetery.

### FLOODING ISSUES

The Council has joined a local consortium of parish councils who are similarly experiencing the problems of several local developers failing to adhere to building regulations and creating lapses in planning conditions, which are principally resulting in major flooding issues. The consortium is continually lobbying for action to be taken to resolve these problems.

### GENERAL POWER OF COMPETENCE

The Council have confirmed they are qualified to continue to use this Statutory Power.

### COUNCIL POLICIES

These are on a rolling programme for the Council to review and re-adopt them. They will be listed on the new web site together with the date of next review.

### BMX TRACK

The Council have received Heads of Terms to purchase the site and are looking to set up a committee to negotiate contracts.

In view of the high potential this project offers to the local community it is *very* disappointing to read reports of repeated episodes (particularly incendiary) of vandalism to the recently installed play equipment. It could be a good public relations exercise to notify villagers of the cost of installing this equipment and the level of repairs and subsequent costs in the hope that members of the community will be more willing to report the perpetrators to the appropriate authority.

Consideration is being given to the supply and management of Allotments for the parish

Cemetery management has no current problems to report, the Council are also members of ICCM

## CODE OF CONDUCT

The Declaration of Acceptance of Office and Register of Interest Forms have been reviewed this month and found to be satisfactory.

## FINANCE

### Petty Cash

The Council do not operate a petty cash system

### Budget

The Council need to review the headings within the Budget. Currently this document does not include the provision for "Elections" as an example. Although some years the figure can reflect a zero figure under this heading – the heading MUST be listed in case there is an emergency by-election.

### Budgetary Control Statements

These are issued to the Council quarterly for information.

## FIXED ASSET REGISTER

There should be two columns

- one reflecting the original acquisition figures against each item, which never changes throughout its life. This is the figure that must be used for the AGAR forms
- the second is to reflect the repair/replacement value of the item over the years to aid the process of budgeting for insurance valuation and for budgeting for any replacement or refurbishment planned.

PRECEPT	£32,500	FIXED ASSET FIGURE	£100,443
GENERAL RESERVE	£ 39,631		
EARMARKED			
Incl CiL	£124,715		
		c.f balance	£164,346

The Council are not acting trustees.

Jacquie Wilson (Mrs)  
Director