



URL: <http://www.canalbs.co.uk/>
Email: admin@canalbs.co.uk

canalbs
ltd

35 Westfield Road
Manea, Nr. March
Cambs. PE15 0LS
Tel 01354-680319

Independent Internal Audit Service for Parish and Town Councils

16th December 2021

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

Dear Sir

INDEPENDENT INTERNAL AUDIT FOR mid year audit for Financial Year End 2021/2022

In the time allotted it is not possible for me to inspect all Council documents available on your Council web site, but a spot check has confirmed the following issues. I have clarified most of them with the Clerk by a zoom meeting, but of course I have not been able to inspect any original council documents.

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

I look forward to completing my year end audit in May 2022.

Yours faithfully
Jacquie Wilson (Mrs)
Director

REPORT AND OBSERVATIONS TO BURY PARISH COUNCIL

THE COUNCIL

Has 9 seats No Vacancies Election due May 2022

NEW CODE OF CONDUCT

The Council needs to consider programming in a training session before adopting the New Code of Conduct preferably in time for the newly elected Council to sign up to in May.

EMPLOYMENT ISSUES

The Clerk received a pay increase to reflect the completion of her CiLCA qualification. Her hours have been increased and the Council have enrolled in the NEST pension scheme. Currently she is also being paid overtime to facilitate the time-consuming management of the large projects currently being discussed. Consideration should be given as to whether there should be a separate job description for this management role together with a new job description for the Clerk/Proper Officer/RFO role and the introduction of a Deputy Clerk role to undertake the office administration.

FINANCIAL ISSUES

I understand that approval in the Budget

- for the Guard Room of £50,000
- and a redistribution of Earmarked Reserves
- has been given.

The Council have approved that the accounts are transferred to the SCRIBE software accounting package. It is hoped the year end figures for this current financial year will be available.

INSURANCE

A new three year contract has been approved in October 2021 with Came & Co (Hancox). After our zoom meeting the Clerk checked whether data breach cover was included in the Policy. The company acknowledged that it was not and the Clerk has requested a quote for Council approval.

NEIGHBOURHOOD PLAN

The referendum was accepted.

PLAY AREAS

- Continue to be regularly inspected and an annual RoSPA inspection has been undertaken.
- Vandalism of play equipment has thankfully reduced probably due to the adverse weather.

FLOODING ISSUES

The consortium have met regularly and it has been agreed that an open ditch needs to be dug by the developer to cope with the run off of surplus rain water. Work in progress.

CEMETERY

Project now completed. The Stone Mason has quoted to undertake the necessary risk management of the site. Still to be approved by the Council.

ALLOTMENTS

This project is still in progress. It is estimated that Phase II will take about 18 months which will supply 8 plots and there are discussions about a potential lease on extra land which could be available in the future.

COUNCIL POLICIES

The clerk is currently having difficulties with the IT Company who should be adding updated policies which have been sent to them. The matter is being addressed.

GRASS CUTTING CONTRACT

Now being undertaken by Matt Badcock.

Jacque Wilson (Mrs)
Director