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canalbs

ltd

Independent Internal Audit Service for Parish and Town Councils

15th May 2022

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

Dear Sir

INDEPENDENT INTERNAL AUDIT FOR Financial Year End 2021/2022

I had a face to face meeting with the Clerk in her garden 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 be at 54p per mile.

Yours faithfully

Jacquie Wilson (Mrs)
Director

REPORT AND OBSERVATIONS TO BURY PARISH COUNCIL

THE COUNCIL

- Currently has nine seats with three vacancies. The elections were in 2022.
- The Council are not acting trustees.
- New Code of Conduct has been adopted and all necessary documents have been completed.
- The Council will be able to confirm that they still qualify to use the General Power of Competence.

NEIGHBOURHOOD PLAN

- The Plan has now been adopted.

EMPLOYMENT

- The Clerk is now signed up to the pension scheme and her hours have been increased.
- Due a staff appraisal next month

INSURANCE

- Currently with Hiscox. Includes Data Breach Cover.

RISK ASSESSMENT AND RISK MANAGEMENT

- The BMX Project has incurred £5,650.00 in legal fees concerning interested parties.
- The Play Area now has a new risk inspection schedule which is now completed monthly by a qualified councillor. The Annual RoSPA Report only reported minor repairs which are currently being undertaken.

BURIAL AUTHORITY

- The Council is programmed to undertake a complete review of the Cemetary including the fees, risk assessment and risk management following the purchase of Scribe Cemetary software package.
- Members of ICCM.

ALLOTMENTS

- The supply and management of plots is part of the village project.

GUARD ROOM PROJECT

- The Council have instructed architects.
- Cambs ACRE have started a consultation period
- Project Facilitator and her team are looking at future funding and the risk assessment and risk management issues need to formalized.
- It has been noted by the Council that CIL grants cannot be offset against VAT or salaries.
- The Clerk confirmed that the part of her salary as Project Facilitator is being offset against the £50,000 already accumulated in Earmarked Reserves and that as the project progresses the percentage of her salary for this service will diminish until on completion she will have a staff appraisal to confirm the new responsibilities of her role as full time Clerk that will be also managing the project and possibly an assistant clerk hopefully by the end of the next financial year.

CONTRACTOR

- Mr M Badcock is contracted for caretaker and grass cutting duties and regular reports are sent to the council meetings informing them of footpath and tree maintenance issues.

DEFIBULATOR

There is good information available in the minutes.

FINANCE

- There is no petty cash system
- VAT Returns are regularly completed

PRECEPT	£32,500	FIXED ASSETS	£100,833
GENERAL RESERVE	£45,053		
EARMARKED RESERVE	£123,862 (including CIL)	c/f BALANCE	£168,915

Jacquie Wilson (Mrs)
Director