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Independent Internal Audit Service for Parish and Town Councils

24th April 2019

The Chairman Comberton Parish Council
C/o 30 West Drive
Highfields Caldecote
Cambridge CB23 7NY

Dear Sirs

I have completed an Independent Internal Audit check for the financial year end March 2019. In the time contracted to me, it is not possible to check every document and so any examples given below are not a comprehensive list. I would also remind the Council that it is not in my remit to check the accuracy of the Council accounts. Please note that I have undertaken this internal audit and signed Section 4 of the Annual Return Form before the Council has met to approve and adopt the year end accounts and sign their sections of the Annual Return Form.

Observations and Recommendations:

PLANNING COMMITTEE

The Parish Council should note that it is a mandatory requirement that any Committees appointed by the Parish Council must use the same procedures as for the full Parish Council Meetings. In other words any committee must issue agendas and invite the public and press and must publish their agendas and minutes on the official council web site. The officially signed agenda and minutes must be sent to the Clerk for official archiving. Currently the planning committee are not consistently meeting these legislation requirements.

WEB SITES

There would appear to be two web sites giving conflicting information about the Parish Council and they need to urgently establish which is their official Parish Council web site for the purposes of General Data Protection Regulations. The unofficial site should either be taken down or not give details of parish council information but refer readers to the official site.

The Parish Council are also failing to meet the GDPR legislation that requires ALL parish councillors to set up and use dedicated council email addresses that are advertised on the web site.

I trust that the Parish Council have been satisfied with the level of service we have provided and that they will consider appointing Canalbs Ltd to undertake the Independent Internal Audit for the next financial year.

Please note that our charges will remain the same for the next financial year at £42.50 per hour, and, in line with Inland Revenue our mileage rate will remain at 45p per mile.

Yours faithfully

Jacquie Wilson (Mrs) Director