

Computer Support
Network & PC

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**Independent Internal Audit & Training Service
for Parish and Town Councils**

16th May 2022

The Chairman
Gt. Shelford Parish Council
C/o PO Box 1492
Cambridge CB1 1YQ

Dear Sir

LETTER AND REPORT FOR FINANCIAL YEAR END 2021-2022

I had a meeting with your new Clerk, Libby White, on zoom and discussed the following issues which I now enclose in my 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 54p per mile.

Yours faithfully



Jacquie Wilson (Mrs)
Director

REPORT AND OBSERVATIONS GT SHELFORD PARISH COUNCIL

THE COUNCIL

No. of seats	15	Vacancies	2	Election	2022
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- All councillors have an individual email address with .go.uk
- All Councillors are signatories with Unity Bank only 2 can authorize on-line payments
- The Council has confirmed that they can continue to qualify to use the General Power of Competence. Therefore they have resolved to purchase Jubilee Commemorative Coins to issue to the children in the village.
The Council should note that if there are any surplus coins the Parish Council can sell them to other villagers but they will not be able to reclaim the VAT on those coins which are sold.

EMPLOYMENT

- The Council employs a Clerk, Ranger and Assistant Clerk.

CODE OF CONDUCT

- Will be adopted at the next council meeting.
- Training will be organized in due course.

INSURANCE

- Currently hold policy with Gallagher (which was Came & Co.)
- The Clerk to check that data breach cover is included in the policy.

POLICIES

- Risk Assessment & Risk Management Policy was adopted in January 2022
Please ensure that there is ample evidence within the Minutes to indicate that the Parish Council are undertaking a risk assessment of all decisions and actions at the time they are approved. Your Insurance Company now notifies every Council that they would require good evidence of the Council undertaking "due diligence" to prove they were not negligent, before any claim would be accepted.
- Engaging Contractors Policy is w.i.p.
- Annual ICO fee of £35 for data protection has been paid.

BURIAL AUTHORITY

A new site plan is currently being compiled on the software map

ALLOTMENTS

- There are two allotment sites one has through access in Cemetery.
- All plots are full.
- Clerical Assistant supervises this asset.

MEMORIAL HALL

I understand that this is owned by the Council and leased to a charity who run it in conjunction with other charities.

PAVILLION

- This asset is 8 years old - recently has had an issue with plumbing

DEFIBULATORS

- The parish council own two – 1 at pavilion - 1 on tesco site They are maintained by the Parish Council and are accessible to First Responders as necessary.

GENERAL DATA PROTECTION REGULATIONS

- Archiving documents to ensure the Council does not breach these Regulations is currently work in progress.

SCOUT HUT

Nothing to report.

BUS SHELTERS

- Maintenance is taking place.

PLAYSCAPE

- I understand the Council are responsible for running this asset but a charity helped to fund raise for it.

WHEELSCAPE

- I understand that this is a project to build a concrete skate park.

FINANCE

PRECEPT	£250,857	FIXED ASSET REGISTER	£,618,682.97
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GENERAL RESERVE

£21,878 (perhaps a bit low)

EARMARKED RESERVE	219,869
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CIL	zero
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AGAR

I understand that the Council has put "No" against the Section relating to wrong accounting because the previous Clerk had not transferred them from Receipt & Payments to Income & Expenditure. Having received the wrong advice at the time the Council failed to display the correct dates for the public to review the accounts.

VAT is claimed quarterly.

BUDGET CONTROL STATEMENTS are produced for every monthly meeting.

Jacquie Wilson (Mrs)
Director