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

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29<sup>th</sup> April 2021

The Chairman  
Longstanton Parish Council  
Longstanton Village Institute  
24 High Street  
Longstanton  
Cambridge CB24 3BS

Dear Sir

INDEPENDENT INTERNAL AUDIT FOR Financial Year End 2020/2021

As a result of my year end inspection, which because of the pandemic has necessitated using remote technology rather than the usual face-to-face interview, I have enclosed a report of my findings together with any observations and recommendations for the Council to consider.

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 raised the following issues. I have clarified most of them with the Clerk and the Chairman who attended a meeting held on Zoom, 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 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 sincerely

Jacquie Wilson (Mrs)  
Director

## REPORT AND OBSERVATIONS TO LONGSTANTON COUNCIL

### EMPLOYMENT

I have noted that Section 1 Item 7 of the AGAR has been completed with a "No" with a covering note of Assertion – I have recommended that this should include a reference to the fact that this statement is principally related to employment issues.

I understand that after taking legal advice from an ACAS recommended employment legal adviser a formal grievance procedure has taken place and the complaint was upheld. I also understand the Council is still in the process of completing work on some of the recommendations made as part of the grievance hearing/investigation. In line with the guidance suggested that was received from CPALC and the ACAS recommended specialists regarding committee vs. working group, and a working group being more practical and less onerous in terms of administration the Employment Committee is to be disbanded. I agree with this advice and would recommend the formation of an Employment Working Group to research and recommend matters to the full council.

Regarding communications from working groups, committees or individual councillors, please note that all council correspondence should be sent through the Proper Officer/Clerk of Council Office.

### BURIAL GROUND

It would appear that

- the land is actually owned by SCDC and that through an administrative error the parish council has been maintaining it since 1954.
- The tree growing through one of the graves has been removed.
- The Parish Council has recently approved the recommendation to join the ICCM to help advise on issues that have been noted after a full inspection of the ground.

### COUNCIL POLICIES

The Clerk confirmed that some of the policies have already been updated and it has been checked that they are compliant with the General Data Protection Regulations.

The Risk Assessment and Management Policy will be amended to reflect the Resolution approved recently that the General Reserve will in future be held at 9 months of the Annual Precept.

The meeting of the Parish Council in May is due to review the complete Policy and will ascertain that all areas specified in the Policy have been adhered to and that the Policy continues to be fit for purpose.

At the March meeting there was a proposal to arrange a volunteer litter picking event. This has had to be deferred due to the pandemic and a certain lack of support. The Parish Council already has taken full advice from recognized organisations on how to ensure that future events run safely.

### FINANCE

I have reviewed the procedures and documents presented to the Council and find them satisfactory and comprehensive.

I understand that the risk assessment for Prepaid Multi-card the Council has introduced states that only the Clerk is signatory with a £300 limit and maximum of £200 for a single purchase. A statement of account is presented to the Finance Committee at each meeting.

The Fixed Asset Register has now been added to the web site. It is understood that this will reduce when certain assets are transferred to Norths Stowe Town Council now it is in place.

### SOLE TRUSTEES

The web site still records that the the council are sole trustees for three charities.

Box 11 had not been ticked on the AGAR.

*Jacquie Wilson (Mrs) Director (2)*