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Independent Internal Audit Service for Parish and Town Councils

11th January 2019

The Chairman
C/o Upwood & The Raveleys Parish Council
Kilimanjaro
9 Meadow Road
Upwood
PE26 2QJ

Dear Sir

INDEPENDENT INTERNAL AUDIT FOR Financial Year 2018/2019

As a result of my mid-year inspection, 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, but a spot check has raised the following issues. I would also remind the Council that it is not in my remit to check the accuracy of the Council accounts.

I will be concentrating on mainly financial issues at my end of year visit when I will be issuing a completed check list for your files.

Yours faithfully

Jacquie Wilson (Mrs)
Director

Report and Observations

I would firstly like to congratulate the Parish Council upon gaining the Quality Gold Award and as is to be expected my audit report is excellent.

BURIAL GROUNDS

I strongly recommend that the Council joins the Institute of Cemetery and Crematorium Management to access the vital range of expert services they provide.

MINUTES AND AGENDAS

During my spot check I found reference to a Councillor reporting on her activities with regard to litter picking. Anyone who undertakes litter picking, particularly on parish land, must be insured, which will require being trained, and wearing the necessary protective clothing and have the necessary equipment for the removal of dangerous waste such as sharps, etc.

ALLOTMENTS

I understand that now these have been adopted by an Allotments Association they are thriving.

STAFF CONTRACTS AND JOB DESCRIPTIONS

It is important that any changes to pay, hours or responsibilities approved by the Council in the minutes are reflected within the formal contract and job description. These amendments should be presented to the next council meeting for signature and placed on file to ensure they are legally binding. **Please see additional narrative below**

DEFIBRILATORS

I do not recommend that Councils should allow these to be donated to the Council as they are proving to be an administrative nightmare.

Jacque Wilson (Mrs)

Director

***Clerk's note:**

"With reference to contracts of employment, I have taken further advice from SLCC. As I mentioned I have had several contracts of employment over the years and these have never been updated to reflect a salary review. Before going to SLCC I checked with several friends who work for large companies and organisations such as NHS etc., none of whom have regular updates to their contracts for salary purposes. Advice from SLCC's Specialist Employment Advisor is as I thought, provided that salary updates are recorded in the minutes there is no regulation that requires the contract of employment to be updated every time.

Internal Auditor's Reply:

"Regarding employment contract. I am sorry this has caused you so much concern - I hoped in my explanation I didn't indicate that it was in any way mandatory - merely a precaution - as your current employer is comprised of a sometimes transient elected Corporate Body and it would seem therefore prudent to ensure that your contract reflects decisions made by that council at the time. I did not study the Employment Tribunal case where they ruled that the contract over ruled the minutes - it may well be that the minutes were not clear enough. I am just aware that new councils(lors) have challenged the working conditions and pay of their clerk and it would seem sensible that the counter-signed contract and job description always reflects the current situation. Up to you and the council".