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Independent Internal Audit Service for Parish and Town Councils

23rd November 2022

Mrs Caroline Underwood
The Chairman, Buckden Parish Council
c/o Buckden Village Hall
Burberry Road
Buckden PE19 5UY

Dear Madam

INDEPENDENT INTERNAL MID YEAR AUDIT FOR FINANCIAL YEAR ENDED 2022/23

After spot checking the web-site I have attended a meeting on zoom with the Clerk and Chairman and I have enclosed a report of my findings together with any observations and recommendations for the Council to consider.

I would also remind the Council that it is not in my remit to check the accuracy of the Council accounts.

Yours sincerely

Jacquie Wilson (Mrs)
Director

REPORT AND OBSERVATIONS TO BUCKDEN PARISH COUNCIL

THE COUNCIL

- Has 15 seats Currently 3 vacancies Election was in 2022 .
- The Council is preparing to apply in January for the Local Council Foundation Award, the Clerk is to check whether a mid year internal audit is a requirement.
- There was a proposal to reduce the number of meetings to 10 per annum, however it has now been agreed that the Parish Council will continue not to meet in August but the meeting held in September at the very beginning of the month.
- The Leader of the Flood Advisory Group has not yet submitted the terms of reference to the main Council.

EMPLOYMENT

- It is possible that the Assistant Clerk may be awarded extra hours to cope with the proposed safety survey of the head stones in the cemetery.

CEMETARY

- I recommend that the Council consider joining the ICCM and attending their training on safety checks of headstones before undertaking this "topple testing" project.
- A new Burial Fee structure has been introduced.

ALLOTMENTS

- The problems with rats and repairs to fencing have been dealt with.
- There are no vacant plots.

COUNCIL POLICIES

- Two new very good policies have been introduced to ensure the schedule of risk management is undertaken by the Council.

FINANCIAL

- The Council now has online access to the two bank accounts (savings and current) with NatWest. A proposal will be made to transfer the vast majority of the balance to BPC's existing Nationwide 35-day notice business account, as the interest rate there is 1% higher than in the NatWest savings account. The NatWest accounts will be retained as they anticipate substantial CIL payments in the future connected to Silver Street development and the extra accounts will allow them to spread and protect their assets
- VAT has been reclaimed.

Jacquie Wilson (Mrs)
Director