

**Computer Support  
Network & PC**



**canalbs ltd.**

196 Cavalry Park  
March  
Cams. PE15 9DL  
Tel: 01-354-655459

The Chairman  
Downham Market Town Council  
C/o Town Council Office  
15 Paradise Road  
DOWNHAM MARKET PE38 9HS

Dear Sir/Madam

**INDEPENDENT INTERNAL AUDIT YEAR END REPORT for Financial Year 2022/2023**

As a result of my recent year end inspection, I enclose a report of my findings, together with any recommendations for the Council to consider.

In the time allotted it is not possible for me to inspect all Council documents, but in a spot check we have discussed the following issues and I have clarified all of them with the Clerk at our meeting.

I would also remind the Council that it is not in my remit to check the accuracy of the Council accounts. Please note that the External Auditors have now ruled that the Independent Internal Audit and Report must be completed before the Council meet to adopt their year end accounts and complete the AGAR.

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. Our charge for this service will be £49.50 per hour for the next financial year, and, in line with Inland Revenue our mileage rate will stay at 45p per mile when applicable.

Yours faithfully

Jacquie Wilson (Mrs) Director

### COUNCIL ADMINISTRATION

- Seats 20 Vacancies 0 Election 2023
- Declaration of Acceptance of Office and Register of Interest Forms have been signed.
- The LGA New Code of Conduct has been adopted.
- Web Site Satisfactory
- Accounts Software Package: Scribe

### COUNCIL PROCEDURES

There is clear evidence that some Councillors are ignoring advice about the responsibilities and status of Town / Parish Councillors. This is principally shown by the continued refusal by individuals to approve the Minutes of any meeting which they did not attend.

Unlike District, County and Borough Councils, Town and Parish Councils are a Corporate Body. This means that in statutory legislation:

- All elected members are required to sign a Declaration of Office Form before they are able to take part in Council matters.
- It is accepted that the signing of this Declaration waives the individual rights of that person to take any individual action or decision on behalf of the Council.
- To facilitate this the Corporate Body is required to agree that any decision or action by the Council must be taken by a minimum number of members, i.e. a quorum.
- The entire Council then accepts joint responsibility for these decisions or actions whether they were part of the quorum or not.
- In other words just because an individual member was not present at a meeting they must take full responsibility for approving the decisions made.
- Policies are created to help facilitate the management of the Council. The procedures are designed to ensure that reasonable precautions are followed to minimize any areas of risk, mismanagement or fraud which will be the collective responsibility of the Corporate Body.

### EMPLOYMENT

- Clerk has CiLCA qualification.
- The Deputy Clerk now has an approved contract.
- All staff job descriptions are under review since the Administrator became the Deputy Clerk.
- The vacant post of Administrator has been filled.

### INSURANCE

- The Policy is with Aviva and includes data breach cover.

### COUNCIL POLICIES

- All council policies are being reviewed by the Governance Committee
- General Power of Competence - the Council qualifies to use this statutory power.

### ICO REGISTER

- The annual registration fee has been paid.

## CONTRACTORS

- No problems, The tender for groundsman will be going for tender in August.

## SKATE PARK

- No problems to report.

## TOWN HALL

- No problems

## JUBILEE CENTRE & SPORTS CENTRE

- This was transferred back to the Town Council on 1<sup>st</sup> April 2023.

## ALLOTMENTS

- These are being returned on 31<sup>st</sup> March 2025.

## BURIAL AUTHORITY

Downham Market & Downham West Joint Burial Board,

## ARCHIVE

- This matter has still to be undertaken. It is recommended that a programme is put in place to undertake the task of ensuring that what is being held by the Town Council conforms with data protection regulations.

## FINANCE

- Bank Account with Lloyds

### Petty Cash

- The Town Council have applied for a debit card with the aim of cancelling the credit card facility.

### Bank Mandate

- These were signed by the Town Council the previous day to our meeting,

### Budgetary Control Statement

- Issued to each council meeting

### VAT

- Registered to charge VAT.
- Claimed quarterly.
- All staff have just had training.

|                   |           |              |             |
|-------------------|-----------|--------------|-------------|
| PRECEPT           | £ 543,020 | FIXED ASSETS | £ 7,913,323 |
| GENERAL RESERVE   | £ 292,893 |              |             |
| EARMARKED RESERVE | £ 109,367 |              |             |
| CIL               | £ 29,351  |              |             |
| COMMUNITY HUB     | £ 1,698   |              |             |
| DE FIB            | £ 1,300   |              |             |

Published Accounts from Monday 3<sup>rd</sup> July 2023 for the statutory period

