



capalc
Cambridgeshire and Peterborough
Association of Local Councils

CAPALC Ltd
The Norwood Building
Parkhall Road
Somersham
Huntingdon
PE28 3HE
Tel: 07507 520849

www.cambs-peterborough-alc.gov.uk
ceo@cambs-peterborough-alc.gov.uk

Cambridgeshire & Peterborough Association of Local Councils

11th May 2025

By Email

Northstowe Town Council
The Cabin
The Green
Pathfinder Way
Northstowe
CB24 1FD

Dear Chairman and Cllrs

Northstowe Council Internal Audit: End of Year Visit 2025

Following my recent visit to Northstowe Town Council on Wednesday 7th May 2025, I confirm I met with Mark Nokkert to complete the council's Internal Audit for 2024/25.

Please find enclosed my report and recommendations following the visit. In line with proper practices, the Council should formally receive this report (as it does for the External Audit) and minute the plans it has to set out any improvements required and remedial actions to be taken.

I was unable to provide a positive response for Internal Control Objective C on the 2024/25 AGAR, as neither I nor the Clerk have been able to locate evidence that the council has reviewed its risk arrangements during the 2024/25 financial year. I understand that two members of staff have resigned, and I believe this matter has been inadvertently overlooked due to staffing constraints and the increased workload placed on the remaining employees. It would be advisable for the council to fill these vacant positions promptly to ensure sufficient staff capacity to meet governance requirements effectively.

Yours faithfully

V Taylor PSLCC
Internal Auditor