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## Cambridgeshire & Peterborough Association of Local Councils

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Northstowe Town Council  
Northstowe  
Cambridgeshire

10<sup>th</sup> May 2023

To Members of Northstowe Town Council,

Please find attached a copy of the Internal Audit Report for the financial year 2022-23

Further to carrying out your internal audit and reviewing your documentation, I am satisfied that correct procedures are being carried out and am pleased to note the appointment of a Deputy Clerk which should assist with the workload currently placed on the Clerk.

There are just three points that need attention as follows:

- The VAT return has not yet been completed and I have recommended that this should be carried out at the earliest opportunity.
- The policies created in May 2021 need to be reviewed and updated where appropriate.
- Staff appraisal documents should be signed off in a timely fashion following appraisal meetings. I have suggested that this procedure should be included in the terms of reference for the Personnel Committee.

I have no other matters that need to be brought to your attention at this time.

Yours faithfully

*D M Lane*

Diane Lane  
Senior Development Officer  
Internal Auditor  
CAPALC