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Cambridgeshire & Peterborough Association of Local Councils

For the attention of Northstowe Town Council

24th November 2023

Dear Chairman,

Re: Internal Audit – Northstowe Town Council

I have undertaken the Internal Audit for Northstowe Town Council at a meeting on 24th November 2023 with the Clerk, the papers made available to me and by reviewing the Council's website. I enclose the Internal Audit Report to be shared with all parish councillors together with this covering letter. I was pleased to see the council records are kept in an orderly fashion and I have the following recommendations: -

1. Policies

- A few policies it is recommended the council consider adopting include:
Archive Retention of Documents
The most recent Code of Conduct. The current version of the Code of Conduct 2020 was published by the Local Government Association (LGA) in January 2021

The Clerk was also advised to introduce a ROPA (Record of Processing Activities), Breach Register and Subject Access Register as part of Data Protection and GDPR requirements.

- PC Standing Orders and Financial Regulations need to be updated in line with the procurement threshold rising from £25,000 to £30,000 in 2022, as advised in January 2023.

2. VAT Reclaim

VAT needs to be reclaimed through the form 126, which is time limited.

3. Risk Assessment

The process surrounding regular risk assessments for the defibrillator needs to be formalised.

If you have any questions relating to my covering letter or the accompanying IA report, please feel free to contact me.

Kind regards,

Irene Healiss

Internal Auditor
PSLCC