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Cambridgeshire & Peterborough Association of Local Councils

West Wratting Parish Council
88 High Street
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CB21 4EP

3rd June 2024

To Members of West Wratting Parish Council,

Following my recent visit to West Wratting on 22nd May 2024, I confirm I met with Jenny Richards to undertake the Council's Internal Audit. Further to carrying out the audit I have outlined below the key comments/recommendations that I would like to raise with West Wratting Parish Councillors.

Legislation

- New Financial Regulations were published at the beginning of May 2024; therefore, the Council should undertake to adopt these new regulations as soon as practical.
- Although the Standing Orders are up to date, NALC will be publishing a new Model Document this year which will also need adopting as possible.
- Any Other Business is not permitted as an agenda item at a parish council meeting.

Website

- The parish council website does not comply with the current regulations which states that since September 2020, all parish, town & borough councils must have a website that complies with Website Content Accessibility Guidelines (WCAG) 2.1 AA rating so that it meets Accessibility Guidelines as set in the Public Sector Bodies Accessibility regulations.

Clerk/Councillor Email Addresses

- The Council should consider setting up gov.uk email accounts for the clerk and all councillors in line with recommendations from the SLCC, NALC, the Cabinet Office, and the Information Commissioner's Office (ICO). NALC has published a briefing which explains this in more detail <https://www.nalc.gov.uk/library/publications/4034-briefing-on-council-email-addresses/file>

Compliance

- I could find no evidence that a budget had been prepared for either 2023-24 or 2024-25. This is a key tool which enables the council to monitor its progress throughout the year.
- There are no Grievance or Disciplinary policies in place. As the current clerk is leaving, now would be a good time to make sure that these are agreed.
- Councillor's Register of Interests are out of date.
- The Risk Assessment document should be updated to include probability/impact assessment columns (template available from the SLCC).

Please find attached the completed checklist which demonstrates the scope of the audit, if you have any questions, please do not hesitate to contact me.

Yours faithfully

D M Lane

Diane Lane
Senior Development Officer
Internal Auditor
CAPALC