

Cambridgeshire & Peterborough Association of Local Councils

25th May 2022

By Email

Hilton Parish Council
10 Church End
Hilton
Cambridgeshire

Dear Chairman and Cllrs

Hilton Year End Internal Audit – 17th May 2022

Following my visit to Hilton on Tuesday 17th May 2022, I confirm I met Nicola Webster to complete the Internal Audit. I have the following recommendations I would like to raise with Hilton Councillors.

Finance

- The asset register does not hold the information required for a parish council. It should contain two columns: one containing the purchase price or £1 if gifted and the second column the insurance value. The asset register is not up to date and requires updating to be compliant
- I was also concerned to see that the bookkeeper employed only provides the payslips on a quarterly basis. In accordance with legislation, employees should receive these on or before pay day.

Employment

- It was good to see that there are Disciplinary and Grievance policies in place, however, please ensure they are in line with ACAS guidelines of 2018 and later. It is my understanding that the copies held by the council are based on 2015 guidelines.

Data Protection

- It is my understanding that the Clerk is booked to undertake GDPR training. It would be beneficial for Councillors to consider undertaking training too.
- I would like to see that a Record of Processing Activities (ROPA) is created to assist the Clerk with identifying areas where data is being kept and whether it is being kept in line with legislation.

I trust the above is self-explanatory but please do not hesitate to contact me should you have any questions.

Yours faithfully



Libby White BEM FdA FSLCC
Development Officer