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Cambridgeshire & Peterborough Association of Local Councils

For the attention of Hemingford Abbots Parish Council

6th June 2024

Dear Chairman and Councillors,

Re: Internal Audit – Hemingford Abbots Parish Council

I have undertaken the Internal Audit for Hemingford Abbots Parish Council at a meeting on 6th June 2024 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 with a transparent website.

I have offered the following recommendations: -

1. Policies

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

2. Annual Parish Meeting

- The Clerk was advised that, as outlined in the Local Government Act 1974 s.14 (1) "the Annual Meeting of the Parish shall assemble annually between 1st March and the 1st June" -The Clerk has noted this for next year.

3. IA Visit

- As per the Joint Panel on Accountability and Governance Practitioners Guide (JPAG), the Internal Auditor is to attend before the Annual Governance and Accountability Return (AGAR) is agreed by the Parish Council (statements 1 and 2), as section three (the Internal Audit report) forms part of the AGAR document. (See 4.25, p33 in the JPAG.) This was discussed with the Clerk.

The visit today included review of the Annual Governance and Accountability Return (AGAR) and I am pleased to report that I have signed the document with no concerns.

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