

Jane Olds  
Parish Clerk , Caversfield Parish Council  
13 Oak Close  
Bicester  
OX26 3XD

13 April 2021

Elaine Anstee  
16 Foxwood  
Aston  
Oxfordshire  
OX18 2DZ

Dear Jane,

### **Internal Audit Report 2020-21**

I have carried out an internal audit review, acting independently, and basing this review on the requirements of the Annual Governance and Accountability Return for 2020-21. I have looked at the assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls that have been in operation during the financial year ended 31 March 2021.

The bulk of this audit has been carried out using the council's website and one meeting with the Clerk on 24<sup>th</sup> February 2021 (via ZOOM due to the COVID 19 restrictions) were the documentation that I needed to physically inspect could be carried out.

The framework of this review is attached for the council's reference and there were no significant issues identified.

### **In summary**

The Council has competent arrangements in place to satisfy itself that its systems of internal financial control are transparent and effective. There are approval and authorisation controls to minimise risk. The audit and management trail for financial transactions is good.

### **Recommendations**

1. That an annual review for the Clerk is completed under the Council's responsibilities as an employer. This review to consider training and other development opportunities to support the Clerk in their role.
2. Councillors consider regular training for all councillors, whether newly elected, or have been on the council for many years. Training can help keep councillors up to date with best practice and help the council to give its full potential to the local community. This is recommended in the NALC/BHIB Ltd Good Councillor Guide 2018.

Yours sincerely

By email

Elaine Anstee FdA: Community Governance

Attachments:

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Review Framework for 2020-21

Invoice Number EAA/2021/004