

**Computer Support  
Network & PC**



# canalbs ltd.

196 Cavalry Park

March

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**Independent Internal Audit & Training Service  
for Parish and Town Councils**

14<sup>th</sup> June 2024

The Chairman & Mayor  
Downham Market Town Council  
6 Market Place  
Downham Market  
Norfolk PE38 9DE

Dear Sir

**INDEPENDENT INTERNAL AUDIT YEAR END REPORT for Financial Year 2023/2024**

As a result of my recent year end inspection, I enclose a report of my findings, together with any recommendations for the Council to consider.

In the time allotted it is not possible for me to inspect all Council documents, but in a spot check of those published on the website we have discussed the following issues and I have clarified all of them with the Clerk at our zoom/telephone meeting.

I would also remind the Council that it is not in my remit to check the accuracy of the Council accounts. Please note that the External Auditors have now ruled that the Independent Internal Audit and Report must be completed before the Council meet to adopt their year end accounts and complete the AGAR.

I trust that the Town Council have been satisfied with the level of service we have provided and that they will consider appointing Canalbs Ltd to undertake the Independent Internal Audit for the next financial year. Our charge for this service will be £49.50 per hour for the next financial year, and, in line with Inland Revenue our mileage rate will stay at 45p per mile when applicable.

Yours faithfully

Jacquie Wilson (Mrs) Director

## REPORT AND RECOMMENDATION for year end 2023/24

Official Address: 6 Market Place, Downham Market, Norfolk PE38 9DE  
Email Address: clairedornan@downhammarkettc.co.uk  
Name of Clerk: Claire Dornan 01366 387770  
Exempt: No

## ANY COMMENTS TO DISCUSS ON PREVIEW:

- No observations

## COUNCIL MATTERS

- Seats 20 Vacancies 3 Election 2027
- Declaration of Acceptance of Office and Register of Interest Forms have been signed.
- Code of Conduct 2022: Was adopted on 21<sup>st</sup> February 2023.
- Web Site : Excellent
- Accounts Software Package: SCRIBE

## EMPLOYMENT

- Clerk: Claire Dornan is scheduled to have her staff appraisal this week.
- Deputy Clerk: Tina Griffin
- Administrators: Lucie Porter and Town Council approval to recruit replacement for Joanne Andrews given on 14<sup>th</sup> May 2024
- Caretakers: Justin Eastman, Ian Sealy (on long-term sick leave), Chris Theobald & Luke Griffin (whose contract ends 31st May 2024 now on zero hours contract.  
New full time Caretaker Ian Wright began work on 14<sup>th</sup> May.
- All employees have contracts and job descriptions.

## INSURANCE

- The Policies are with: ERS for motor insurance and AVIVA for Town Council .
- Policy is due to be renewed in July 2024 for which quotes have been received to include Cyber Cover.

## COUNCIL POLICIES

- General Power of Competence - YES power adopted on 16th May 2023.
- All other Policies: are scheduled to be reviewed and upgraded this year.

## ICO REGISTER

- Fee due to be paid in November 2024.

## PLAY AREAS

- Memorial Gardens, Jubilee Community Centre and memorials .
- RoSPA annual inspection of all relevant areas was undertaken by Borough Council on 7<sup>th</sup> November 2023 by the Play Inspection Company Ltd.
- Regular risk inspections and log sheets completed on a fortnightly basis by 2 Councillors and reported to the Property Committee of the Town Council .

## TOWN HALL

- The Town Council owns the Town Hall but are not Trustees.
- Full weekly inspections are carried out by Caretakers and all necessary safety inspections are completed by the qualified organisations concerned.
- The Town Council have moved their official offices to the Town Hall,

## ALLOTMENTS

- The land is hired from the Downham Market & Downham West Joint Burial Board and is rented out to the Downham Market Allotment Association.

## OTHER AREAS all inspected fortnightly and issues found are reported to the Council.

- The turning circle on Hollies Car Park is on a long lease to Morrisons.
- Four car parks
- Water Fountain
- Two war memorials
- Long lease on Paradise Garage
- Town Council own Cousins Court currently leased to MIND
- Old fire station is currently leased to Downham Market Heritage Society.
- The Town Council are currently in the process of selling 15 Paradise Road.

## TOWN COUNCIL TRUSTEES

- Howdale Community Association The Council are still Trustees and need to submit the 2022/2023 & 2023/2024 . The Trustees will close the charity once the accounts are submitted. The Annual Accounts for Howdale Community Association are awaiting submission as they are now overdue. A new Chair will be voted in on 25th June 2024 to allow the accounts to be submitted and start the closure process.
- Bank with National Westminster Bank Plc.

## BURIAL AUTHORITY

- Not Town Council responsibility.

## CONTRACTORS

- Paradise Road Pump : annual contract renewed March 2024.
- Ground Maintenance Contract: Holly Landscapes – renewed October 2023 3 years.
- Electricity & Gas: EON
- HR Contract with Coroner Group which ends in 2025.
- Mobile Phone contract: Vodaphone expires in August 2024.
- Intruder Alarm: Pure Services Cambridge Ltd 24month contract.
- Photocopier: Five year Lease started in 2023.
- IT Support: Annual contract with Norfolk Computer Services.
- Telephone Line: One Com contract ends this month.
- Sanitary Waste: Three year contract from 2023 with PHS Group.

## ARCHIVE

- Currently being undertaken by staff.

## FINANCE

- Bank Account : Lloyds.
- Applying for additional account for Reserves to CCLA

PETTY CASH

- No transactions

BANK MANDATE

- Reviewed on 7<sup>th</sup> May 2024

BUDGETARY CONTROL STATEMENT

- Is presented at each meeting.

VAT

- Has been claimed up to 31<sup>st</sup> March 2024

PRECEPT	£ 559,130	FIXED ASSETS :	£7,916,542
GENERAL RESERVE	£ 526,250		
EARMARKED RESERVE	£ 18,792		
CIL	£ 6,107		
		c/fwd:	£ 551,149

Published Accounts from Friday 28<sup>th</sup> June to Friday 9<sup>th</sup> August 2024

Jacquie Wilson Director

***Please note that our invoice is attached to this email.***