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Cambridgeshire & Peterborough Association of Local Councils

20th April 2026

By Email to clerk@westoncolville-pc.gov.uk
Weston Colville Parish Council

Dear Chairman and Cllrs,

Weston Colville Parish Council Internal Audit: End of Year Visit 2026

Following my recent visit on 15th April 2026, I confirm I met with Jess Ashbridge, Clerk, to complete the council's Internal Audit for 2025/26.

Please find enclosed my report and recommendations following the visit. As with proper practices the Council should formally receive this report (as it does for the External Audit) and minute the plans it has to set out any improvements required and remedial actions to be taken.

With the new Assertion 10 coming into effect this year, particular attention has been paid to this area. My recommendations are:

- The Council must implement an IT Policy to be able to confirm their acceptance to assertion 10 for the 26/27 audit year. Unfortunately, as the IT Policy was not implemented and approved in the 25/26 audit year, I have had to put a non-compliance in the AGAR reference O for the annual internal audit report. I note that that the IT policy will be implement at the Annual meeting in May 2026. Furthermore, the Council does not have an accessibility statement which is a legal requirement under regulation 7 of the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 and this is again reflected in AGAR reference O for the annual internal audit report.
- I recommend that you use an accessibility plug in tool for your website and update your accessibility statement (once implemented) accordingly.
- The Council should also look to save all their documents in a PDF format to avoid any editing from non members and to align with accessibility requirements.

Yours faithfully,

Jess Knights, PSLCC
Internal Auditor