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Internal Audit Report for Cheriton Bishop Parish Council dated 3rd May 2025

The internal audit was carried out on the 25th April 2025 examining all pertinent documents after checking the website of the Parish Council.

Internal control objectives A to N were checked alongside other items pertinent to good governance of the council – comments as follows.

- i. It would be useful to have a Reserves Policy in place.
- ii. Amend the Publication Scheme as it still has the previous clerk's name and contact details listed.
- iii. Check other policies to make sure they are up to date.
- iv. Please minute the dates of the public rights to inspect the accounts annually.
- v. Share the bank reconciliation with councillors on a monthly basis and record in minutes.
- vi. Clerk's salary at SCP 13 is the start of SCP 13-17 – she is entitled to a salary increase subject to a satisfactory annual appraisal.

These findings are attached to the Internal Audit report and should be published on the council website.

Penny Clapham

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BA (Hons) Community Governance.