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Internal Audit Report for Silverton Parish Council dated 13<sup>th</sup> May 2024

The internal audit was carried out on the 8<sup>th</sup> May 2024 examining all pertinent documents after checking the website of Silverton Parish Council.

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

- 1) The incorrect notice for public rights 2022/2023 was displayed on the website M & N on the internal audit report 2023/2024.
- 2) Item I periodic bank reconciliations should be carried out by the RFO, not the Chair of the Council.
- 3) Tenders for council work should not be discussed in open meeting as those tendering could be present. Please use a Part II excluding public and press.
- 4) It is best practice to use the word “resolved” pertinent in particular to all financial matters.
- 5) It would be best practice to find a more council ‘user friendly’ bank such as Unity Trust Bank. This would facilitate internet banking in a risk averse manner.

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

*Penny Clapham*

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