

Penny Clapham PSLCC  
Clerk/RFO to Bampton Town Council, Kenn & Colebrooke Parish Councils  
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Internal Audit Report for Dunsford Parish Council.

The audit was carried out from information and documents supplied as requested.

Internal control objectives A to J from the form provided by PKF Littlejohn were correctly completed, as well as other matters listed on the check list provided to the Clerk.

I commend your Clerk Lynne Ogden for the amount of work she has put in, in the past year continuing to upgrade all the policies required for a parish council.

Just a few notes:

- Agreeing the budget and setting the precept should be two separate agenda items and do not have to be agreed at the same meeting. The budget should always be agreed first.
- A risk assessment for your open spaces still has to be completed.
- Expressed concern at the amount of 'not used' in the Standing Orders. Have recommended these be re-evaluated and the Standing Orders re-instated to conform better with the version as supplied by NALC.
- The minutes, being stored loose-leaf in a book for that purpose should have each page numbered.
- Clerk's appraisal and pay review – I recommend SCP salary scale 13 should be offered.

*Penny Clapham PSLCC*