

The appropriate accounting records have been properly kept throughout the financial year, but there were some control measures that could have been improved, and as the internal auditor stated, these were small and easily rectified. Due these small errors we have answered statement 2, page 4 -NO.

The Parish Council will address the weaknesses identified with the following actions.

1. The Finance Committee will be extended to ensure that the council have enough signatories available for Council meetings.
2. The Finance Committee meeting will be separated from the Council Meeting dates and held quarterly. For reference, the current Committee meetings are held prior to all Council meetings.
3. Bank reconciliations will be reviewed quarterly by a non-bank signatory. For reference, reconciliations had been previously completed by bank signatories.
4. Budgets will be formerly reviewed at each Finance Committee meeting, for reference previous reviews were completed on a more casual basis.
5. At the Clerk's request, the salary will be paid quarterly going forward.
6. The Finance Regulations will be amended accordingly.