



# WILSDEN PARISH COUNCIL

The Village Hall,  
Wilsden,  
Bradford,  
BD15 0HT.  
West Yorkshire.

[www.wilsdenparishcouncil.gov.uk](http://www.wilsdenparishcouncil.gov.uk)

## MINUTES OF THE INTERNAL AUDIT COMMITTEE MEETING HELD ON TUESDAY 23<sup>Rd</sup> FEBRUARY 2016

**Start: 9:30am**  
**Finish: 10:30am**

Present: Councillors Ketley, Callaghan, Dufton and Overend.  
Members of the public: None  
In attendance: Ruth Batterley- Clerk

### 2015/09 Declaration of Interest

- a) To receive declarations of interest from councillors on items on the agenda.
- b) To receive written requests for dispensations for disclosable pecuniary interest
- c) To grant any requests for dispensation as appropriate.

There were no declarations of interest.

### 2015/10 To accept apologies and consider approving reasons for absence.

There were none.

### 2015//11 To confirm as a correct record the minutes of the Internal Audit Committee meeting held on 7th July 2015

**Resolved** to confirm as a correct record the minutes of the meeting held on 7<sup>th</sup> July 2015.

All were in favour.

### 2014/12 Public Participation

There were no members of the public present.

### 2015/13 To recommend to the full parish council for its approval the Risk assessment for Wilsden Parish Council 2015-2016

The Risk Assessment had been circulated with the meeting papers and the committee went through the document. Alterations were:

1. To review the Internal Auditor 2016-2017
2. To include pension auto enrolment as a risk
3. Records are to be backed up at least monthly by both members of staff onto an external hard drive or

onto a cloud backup service .

**Resolved** To recommend to the full parish council the Risk Assessment with the alterations as listed above. All were in favour.

2015/14 To recommend to the full parish council the parish council Asset Register for 2015-2016.

The register had been circulated with the meeting papers; the backup hard drive is to be added to the Register.

**Resolved** To recommend to the full parish council the amended Asset Register. All were in favour.

2015/15 To recommend to the full parish council the review of the system of internal control.

The updated system of Internal Control for 2015-2016 had been circulated with the meeting papers. A procedure is to be devised for monetary donations to the parish council. Various other small amendments were suggested.

**Resolved** To recommend to the full parish council the review of the system of internal control. All were in favour.

2015/16 To recommend to the full parish council the revised Financial regulation 10.3

**Resolved** To recommend the de minimis amount be increased from £500 to £1,000. All were in favour.

2015/17 To sample a list of payments, checking for entries for VAT recording, work completed and minuted.

The following payments were randomly sampled.

**August**

Cheque 100496	CPA	£3,007.83	Correct
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**September**

Cheque 100483	Village Hall	£54	Correct
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**October**

Cheque 100493	PKF Littlejohn	£240	Correct
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**November**

Cheque 100509	AGM Colour	£95	Correct
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**December**

100521	M. Sutcliffe	£8.50	Correct
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**January**

100532	R. Batterley	£17.45	Correct
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**February**

100536	Exa Networks	£379.20	Correct
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**February**

Income	Gardening Assoc and walks	£161.28	Correct
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2015/18 To note Councillor Callaghan's verification of bank reconciliations. To receive the most up to date bank statement and financial spreadsheet in line with Financial regulation 5.5.

Councillor Callaghan had been appointed at the Annual Meeting of the Council as the Councillor with responsibility for verifying bank reconciliations. She had verified the reconciliations for June- November signing both the reconciliation and bank statements.

The bank reconciliations for January were checked against the cashbook and found to be accurate.

2015/19 To receive an update on parish council insurance.

It was noted that the parish council three-year contract with Came and Co expires in August. Came and Co are brokers and so they obtain the best price for the parish council. The clerk is to obtain a further quotation from another company such as Zurich.

2015/20 The next meeting was arranged for Tuesday 12<sup>th</sup> July 2016 at 9:00am.

DRAFT