

MINUTES OF THE INTERNAL AUDIT COMMITTEE HELD ON 1st JULY 2014 IN
WILSDEN VILLAGE HALL

Present: Councillors Callaghan, Dickerson and O'Hara.

In attendance:
Ruth Batterley- Clerk

Start 10:00am
Finish 11:00am

2014/01 To elect the Chair of the Committee.

Resolved to elect Councillor Dickerson as Chair of the Committee.

All were in favour.

2014/02 To receive disclosure of personal and prejudicial interests from members and co-opted members on matters to be considered at the meeting. Disclosure must include the nature of the interest.

There were no disclosures.

2014/03 To accept apologies and consider approving reasons for absence.

There were none.

2014/04 To confirm as a correct record the minutes of the Internal Audit Committee meeting held on 11th February 2014.

Resolved to confirm as a correct record the minutes of the meeting held on 11th February 2014.

All were in favour.

2014/05 To review the parish council insurance

Councillors went through the insurance document for the current year and the following is to be checked with Came and Co, the parish council broker for insurance:

- Send the revised asset list to Came and Co to see if all assets are covered
- Obtain an insurance quotation for the Walling Group
- Ask why the Christmas tree was not covered for the damage it caused when it blew down in the high winds in December 2013
- Check whether the parish council is covered for public liability for the Christmas tree, lights and hanging baskets.
- Amend the parish population figure from 1,000 to the correct figure
- Check whether the employee laptops are covered in their homes, in transit and at places of work i.e. the Village Hall

2014/06 To receive an initial draft of reviewed financial regulations

YLCA have advised that the Joint Practitioners Advisory Group will be issuing revised regulations. YLCA have further advised not to undertake any major review of financial regulations until these are received. The clerk had circulated her initial review of the regulations and further amendments will be made once the revised regulations have been received.

2014/07 To sample a list of payments, checking for entries for vat recording, work completed and minuted.

The clerk advised that the Internal Auditor recommends that a payment for each month be sampled.

April Cheque 100388 was sampled. The grant agreement which acts as the invoice needs to be put into the invoice file for 2014-2015. The financial information on the spreadsheet is accurate.

May Cheque 100396 all information was accurate.

June Direct Debit £866.56 all information was accurate.

Resolved to approve that the information, subject to placing the grant agreement into the invoice file is accurate. All were in favour.

2013/08 To check a sample of bank reconciliations on the parish council bank accounts.

The April reconciliations for the Community account and Saver accounts were checked and agreed with the bank statements.

Resolved that the April bank reconciliation is correct. All were in favour.

2013/09 To receive an update on petty cash.

The clerk advised that owing to complications with the end of year accounts in reflecting petty cash, the internal auditor has recommended that the small amount of petty cash left over from 2013-2014 should be taken by the clerk in exchange for receipts for the items. Sundries now purchased are to be put through the parish council accounts by the clerk as for refund by cheque.

Councillor Dickerson counted the cash in the petty cash tin which agreed with the amount of £29.73 in the tin.

2013/10 To set the date for the next meeting.

The next meeting was arranged for Tuesday 10th February 2015 at 10:00am in the Contact Point.