



WILSDEN PARISH COUNCIL

The Village Hall,
Wilsden,
Bradford,
BD15 0HT.
West Yorkshire.
www.wilsdenparishcouncil.gov.uk

MINUTES OF THE INTERNAL AUDIT COMMITTEE MEETING HELD ON TUESDAY 19th JULY 2016

Start: 9:00am

Finish: 9:35am

Present: Councillors Ketley, Callaghan, Dufton.

Members of the public: None

In attendance: Ruth Batterley- Clerk

2016/01 To elect a Chair of the Committee

Resolved to elect Councillor Ketley as the Chair of the committee. All were in favour.

2016/02 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.

2016/03 To accept apologies and consider approving reasons for absence.

Resolved to approve the apologies of Councillor Overend. All were in favour.

2016/04 To confirm as a correct record the minutes of the Internal Audit Committee meeting held on 23rd February 2016

Resolved to confirm as a correct record the minutes of the meeting held on 23rd February 2016.

All were in favour.

2016/05 Insurance

1. To review the parish council insurance. No alterations or amendments are required.
2. To make a recommendation to the parish council about the insurer to engage. There was discussion about this item and the clerk is to check the contract element of the insurance quotation provided by Hiscox.

Resolved that the clerk will speak with Came and Co, the insurance broker about the contract element of the Hiscox quotation and make a recommendation to the full council as necessary. All were in favour.

2016/06 To review the Financial Regulations for Wilsden Parish Council

Resolved All alterations in the model revised Financial Regulations are to be recommended to the full council for approval. All were in favour.

2016/07 To review the Effectiveness of Internal Audit

Resolved that Councillors Dufton and Overend will undertake the review bringing findings back to the full council.

All were in favour.

2016/08 To sample a list of payments, checking for entries for VAT recording, work completed and minuted.

The following payments were sampled:

April	100546	Village Hall	£87	correct
May	100554	Ruth Batterley	£117.13	correct
June	100569	AGM Colour	£395	correct
July	100576	CPA	£2,993.58	correct

2016/09 The next meeting was arranged for Tuesday 21st February 2017 at 9:00am.