



WILSDEN PARISH COUNCIL

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

www.wilsdenparishcouncil.gov.uk

Minutes of the meeting of the Internal Audit Committee held on Tuesday, 7th March, 2017 at 10.30 a.m. in the Contact Point

Present: Cllr. Ketley (Chairman), Cllr. Dufton, Cllr. Callaghan.

Observer: Cllr. Allison

Public: None

In Attendance: Gail Denham, Clerk

2016/09 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.

None

2016/10 To receive and consider approving apologies for absence.

Received and approved: apology from Cllr. Overend.

Proposed by Cllr. Dufton, Seconded by Cllr. Callaghan, approved by all.

2016/11 To confirm as a correct record the minutes of the Internal Audit Committee meeting held on 19th July, 2016.

Resolved: confirmed as correct.

Proposed by Cllr. Dufton, Seconded by Cllr. Callaghan, approved by all.

2016/12 Review the Financial Risk Assessment and make recommendations to the full Council.

Resolved: Reviewed and, subject to amendment as directed, will be recommended to the full Council. It will be recommended too that Councillors update their Register of Interests, and that those that are changed, will be sent to the BMDC Monitor. Further recommendations are the use of a traffic light system to highlight areas of risk and a graph to be made with the aid of Cllr. Allison. It is recommended that Ian Scott is confirmed as Auditor at the Annual Meeting of the Parish Council.

Proposed by Cllr. Dufton, Seconded by Cllr. Callaghan, approved by all.

2016/13 To recommend for approval to the full Council the Asset Register 2016- 2017

Resolved: Subject to amendments as directed it recommended for approval by full Council.

2016/14 To sample a list of payments, checking for entries of VAT recording, work completed and minuted.

Resolved: The following payments were sampled:

09/08/16 PKF Littlejohn LLP invoice number SB20160265
Net £200 VAT £40 Total £240

31/10/16 Hampshire Flag Company invoice number 0000113910
net £71.00 VAT £14.20 Total £85.20

28/11/16 Carlton Nurseries invoice number 1941
Total £576.00

09/01/17 Royd House Bowling Club donation for Hemingway Landscape from WPC
Total £50 received

2016/15 To note Councillor Callaghan's verification of bank reconciliations. To receive the most up-to-date bank statement and financial spreadsheet.

Resolved: Cllrs. Callaghan and Allison to work with the Clerk on the reporting anomalies caused due to the interim arrangements necessitated the absence of a Clerk. To review and put a system in place for such contingencies. There is no concern with the probity of the figures.

2016/16 To set a date for the next meeting.

Resolved: The next meeting date to be set following the Annual Meeting of the Parish Council in May.

The meeting closed at 11.30 a.m.