



WILSDEN PARISH COUNCIL

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

www.wilsdenparishcouncil.gov.uk

Minutes of the Internal Audit Committee Meeting held in the Village Hall on 18th July at 10.30 a.m.

Present: Cllrs. Callaghan, Dufton and Ketley (Chair)

Public: None

In attendance: Gail Denham, Clerk

2017/1 To elect a Chairman

RESOLVED: Cllr. Ketley was elected as Chair. Proposed Cllr. Dufton, Seconded Cllr. Callaghan, agreed.

2017/2 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

None.

2017/3 To receive and consider approving apologies for absence.

RESOLVED: Cllr. Overend's apology was received and approved.

2017/4 To confirm as a correct record the minutes of the Internal Audit Committee meeting held on 7th March 2017 (attached).

RESOLVED: The minutes of the meeting of the Internal Audit Committee held on 7th March 2017 were confirmed as correct. Proposed Cllr. Dufton, seconded Cllr. Callaghan, agreed by all.

2017/5 Public participation

None

2017/6 To sample a list of payments, checking for entries of VAT recording, work completed and minuted.

RESOLVED: The following invoices were sampled and checked for entries of VAT recording, work completed and minuted.

15/05/17	Speedy Stamps Ltd.	£49.54 of which £8.26 was for VAT
04/07/17	Cllr. Caunt (H. Brook DIY Ltd.)	£35.26 of which £5.88 was for VAT
02/05/17	Gail Denham (Post Office)	£24.50 of which £4.09 was for VAT
29/04/17	Wilsden Village Hall	£58.00 VAT not applicable

2017/7 To note Councillor Callaghan's verification of bank reconciliations. To receive the most up-to-date bank statement and financial spreadsheet.

RESOLVED: Cllr. Callaghan's verification of bank reconciliations and her reception of the most up-to-date bank statement and the financial spreadsheet were duly noted by the committee.

2017/8 To receive an update from Councillor Dufton on the work he is undertaking with Councillor Overend with regards to the committee.

RESOLVED: The Review of Internal Audit Arrangements written by Cllrs. Dufton and Overend was received and it was proposed that the report be presented to the full Council in August. Proposed Cllr. Callaghan, seconded Cllr. Ketley, agreed.

The present form of the Cash Book was discussed and it was proposed that it should be reviewed by the Clerk in conjunction with an external party.

2017/9 To set a date for the next meeting.

The date of the next meeting was set for 3rd October at 10.30 a.m.

The meeting closed at 11.15 a.m.