



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 Monday 13th November 2017 at 7.30p.m in the Contact Point at the Village Hall. This meeting replaced the cancelled meeting of 3rd October.

Present: Councillors Ketley (Chair IAC), Callaghan, Dufton (Vice Chair PC) and Overend

Public: None

In Attendance: Gail Denham, Clerk

The meeting closed at: 7.50p.m.

2017/10 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

2017/11 To receive and consider approving apologies for absence.

None

2017/12 To confirm as a correct record the minutes of the Internal Audit Committee meeting held on 18th July 2017.

RESOLVED: The minutes of the Internal Audit Committee meeting held on 18th July 2017 were confirmed as correct. Proposed Cllr. Dufton, seconded Cllr. Callaghan, agreed.

2017/13 Public Representation (20 mins)

None

2017/14 To sample a list of payments, checking for entries of VAT recording, work completed and minuted.

RESOLVED: The following entries were sampled and agreed to be correct:

08/07/17 Grant to Wilsden Post Office CIC £1,950.00 cheque no.100691, no VAT

02/09/17 G Denham (Staples printer ink) £97.00 cheque no. 100706, £16.17 VAT

04/10/17 Village Hall room rent for September Parish Council meeting £29.00 cheque no. 100717, no VAT

02/10/17 G Denham taxi as Parish Council meeting overran £6.00 cheque no. 100720, no VAT

27/09/18 AGM Colour printing Annual report £250.00 cheque no.100725 was replaced by cheque no. 100747 when it was found that the cheque 100725 had accidentally been thrown away by AGM Colour (two cheques having been sent together) cheque 100725 was issued on 6th November and its replacement cheque number 100747 was issued on 4th December. No VAT

2017/15 To note Councillor Callaghan's verification of Bank Reconciliations. To receive the most up-to-date Bank Statement and Financial Spreadsheet (documents available at meeting).

RESOLVED: The verification of the most recent Bank Reconciliations were noted and the very latest one will be presented to the Full Council at the meeting 4th December in line with the Risk Assessment document. The most up-to-day Bank Statemens and the Financial Spreadsheet were received.

2017/16 To receive the Clerk's report on the Cash Book review conducted by the Council's Internal Auditor.

RESOLVED: The Clerk's report on the Cash Book review conducted by the Council's Internal Audit (2017) was received.

2017/17 To recommend for approval to the Full Parish Council the review of the Cash Book conducted by the Council's Internal Auditor. Proposed Cllr. Dufton, seconded Cllr. Overend, agreed.

RESOLVED: To recommend for approval to the Full Parish Council the review of the Cash Book conducted by the Council's Internal Auditor (2017).

2017/18 To set the date of the next meeting

RESOLVED: To hold the next Internal Audit Committee meeting on Monday 26th March at 7.30p.m.

2017/19 Items for inclusion on next agenda

To recommend to the Full Parish Council that the current Internal Auditor be reappointed of 2018.

To hear the advice from the YLCA on how frequently Internal Auditors should be reappointed.