



## **WILSDEN PARISH COUNCIL**

The Village Hall,  
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West Yorkshire.  
[www.wilsdenparishcouncil.gov.uk](http://www.wilsdenparishcouncil.gov.uk)

### **Minutes of the Internal Audit Committee Meeting held on Monday 29<sup>th</sup> October at 7.30p.m.**

**Present:** Cllrs. Overend(Chair), Callaghan and Dufton,

**Public:** None

**In Attendance:** Gail Denham, Clerk

**Meeting Closed:** 8.30p.m.

#### **2018/13 Declaration of Interest:**

**To receive declarations of interest from councillors on items on the agenda.**

None

#### **2018/14 To receive apologies and consider approving reasons for absence.**

**RESOLVED:** Apologies were received from Councillor Ketley and the reason for absence was approved.

#### **2018/15 To confirm as a correct record the minutes of the Internal Audit Committee meeting held on 26<sup>th</sup> June 2018.**

**RESOLVED:** The minutes of the meeting held on 26<sup>th</sup> June 2018 were confirmed as correct.

#### **2018/16 Public Representation**

None

#### **2018/17 To sample a list of payments, checking for entries of VAT recording, work completed and minuted.**

**RESOLVED:** Deferred to next meeting due to technical difficulties with the cupboard. The committee will make retrospective checks at its next meeting.

**2018/18 To note Councillor Callaghan's verification of Bank Reconciliations.**

**RESOLVED:** The verification of the Bank Reconciliations from April to October 2018 were noted.

**2018/19 To receive the most up-to-date Bank Statement and Financial Spreadsheet.**

**RESOLVED:** The most up-to-date Bank Statements and the Financial Spreadsheet were received. The PDSF balance was £55,000 and the current account balance was £3,479.50

**2018/20 To review the Financial Risk Assessment document**

**RESOLVED:** The Financial Risk Assessment document was reviewed and amended and will go to the Full Parish Council for approval at the meeting on 5<sup>th</sup> November 2018.

**2018/21 To receive the updated Assets Register**

**RESOLVED:** The updated Assets Register was received and amended. Items are added to it as and when purchased.

**2018/22 To review insurances**

**RESOLVED:** The Clerk will ask the insurance company for a definition of Cyber Liability.

**2018/23 To review the Financial Regulations**

**RESOLVED:** The Financial Regulations were reviewed.

**2018/24 To discuss the appointment of an Internal Auditor**

**RESOLVED:** The Clerk will ask the YLCA for its advice on how frequently it is good practice to put the role out to tender. The committee will deal with this issue at the committee meeting as appropriate according to the advice received.

**2018/25 To set the date of the next meeting**

**RESOLVED:** The next meeting of the Internal Audit Committee will be held on Monday 21<sup>st</sup> January 2019.

**2018/26 Items for inclusion on next agenda**

- Usual items
- Internal Auditor