



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 26th March 2018 at 7.30 p.m. in the Contact Point at the Village Hall.

Present: Councillors Ketley (Chairman IAC), Callaghan and Overend

Public: None

In Attendance: Gail Denham, Clerk

2017/20 Declaration of Interest

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

None

b) **To receive written requests for dispensations for disclosable pecuniary interest**

None

c) **To grant any requests for dispensation as appropriate.**

None

2017/21 To receive and consider approving apologies for absence.

RESOLVED: Apologies were received from Cllr. Dufton and the reason for absence was approved.

2017/22 To confirm as a correct record the minutes of the Internal Audit Committee meeting held on 13th November 2017

RESOLVED: The minutes for the Internal Audit Committee meeting held on 13th November 2017 were confirmed as correct subject to the amendment of the removal of Cllr. Caunt's name as an attendee.

2017/23 Public Representation (20 mins)

None

2017/24 To sample a list of payments, checking for entries of VAT recording, work completed and minuted

RESOLVED: Three invoices and associated material was sampled as minuted below.

5th February 2018 Grant to Village Hall as per minute 2017/175 from 5th February Parish Council meeting for £779.22 (Clerk to check if Village Hall registered for VAT)

12th February 2018 Trainline £12.80 train ticket for course that clerk attended

9th November 2017 Lexis Nexis for 10th Edition of *Local Council Administration* for Clerk's CiLCA course.

2017/25 To note Councillor Callaghan's verification of Bank Reconciliations. To receive the most up-to-date Bank Statement and Financial Spreadsheet.

RESOLVED: Councillor Callaghan's verification of the February Bank Reconciliation was noted and the latest bank statements and the Financial Spreadsheet were received.

2017/26 To recommend to the Full Parish Council at 9th April meeting that the current Internal Auditor, Mr Ian Scott, be reappointed for 2018.

RESOLVED: The recommendation to reappoint Mr Scott as Internal Auditor for 2018 to 2019 will be made at the full Parish Council meeting on 9th April.

2017/27 To receive the advice from the YLCA on how frequently Internal Auditors should be reappointed

RESOLVED: The advice was received. The Internal Audit Committee will use the checklists as part of its own work at the next Internal Audit Committee meeting.

2017/28 To set the date of the next meeting

RESOLVED: To set the date for the next Internal Audit Committee at the Annual Meeting of the Parish Council on 14th May 2018.

2017/29 Items for inclusion on next agenda

- The two YLCA audit documents
- Standing items

The meeting closed at 7.55 p.m.