



Stanway

Parish Council

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20/1 Minutes of the Internal Audit Committee held on May 25th 2020

Present: Cllrs Baines, Jordan and Spademan, and the Clerk

This meeting was unable to follow the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 which mandated public access and was therefore conducted using the Zoom video-conferencing application under the Council's own emergency protocols agreed at its Extraordinary Meeting of March 18th 2020. This means that, after discussion, any decision was made formally by the Chair (as an appointed, unpaid officer) and the Clerk. However, to ensure continuity and transparency, the meeting took place using the same format as regular meetings and the notes are recorded in similar fashion as the minutes would have been.

1. Chairman's election and welcome

It was proposed, seconded and **RESOLVED** to elect Cllr. Spademan as Chairman of the Committee. Cllr. Spademan welcomed all to the meeting.

2. Apologies for Absence – Cllr Manning (ill health)

3. Declaration of Interests

To allow Councillors to declare either a Disclosable Pecuniary, Other Pecuniary or Registerable Non-Pecuniary interest on any matter covered by this Agenda. Members are reminded that, when considering any item, if it becomes clear they have an interest, they must declare it - **NONE**

4. Public Participation – not applicable for the time being

The Chairman to invite members of the public to indicate if they wish to speak at this meeting – either on an item on the agenda or on a general matter. Public questions are invited prior to the start of the meeting for a maximum of 10 minutes and limited to 3 minutes per person at the discretion of the Chairman.

Recording of Meetings: Should anyone wish to record a Committee or Council Meeting, the Clerk must be informed prior to the start of the meeting in order that the Council can comply with General Data Protection Regulations (GDPR).

5. To **APPROVE** the Minutes of the previous Internal Audit Committee Meeting (unless already signed)

RESOLVED – to approve the minutes of the Internal Audit meeting on June 27th 2019, noting that none of those present attended that meeting, but were present at the Full Council meeting on July 25th when the minutes were received.

6. To **REVIEW** progress on the action items/recommendations arising from previous Internal Audit reports, as recorded in the minutes of previous meetings.

The Clerk/RFO provided copies of the previous three interim reports and updated the Committee on the progress of all items - **NOTED**

7. RECEIVED and NOTED - the 2019/2020 Audit Report (in both formats) provided by Mr Gordon Mussett, the Council's Appointed Internal Auditor. The various recommendations were discussed but these will require decisions on implementation by the Full Council and/or the relevant committees.

8. RESOLVED - to **CONFIRM and RECOMMEND** the final draft accounts for the financial year ending 31st March 2020 and the draft 2020 Annual Governance and Accounting Return (AGAR) as completed to the Full Council.

9. To RECEIVE and REVIEW the adequacy of financial reporting to the Council and its Committees and Sub-Committees. The Clerk/RFO provided a report as an additional audit trail which highlighted changes to any payment entry in the accounts during the year and this was supplemented within the voucher form with the reasons for its re-opening. The Committee then discussed and registered its approval of the general adequacy of financial reporting to the Council

10. AGREED - the (provisional) date of the next meeting – **Tuesday, September 15th 2020 at 7.45 pm, noting that** interim meetings may be called as and when required, per the Council's Standing Orders.

The Chairman closed the meeting at 8.05 p.m.