



# Stanway

## Parish Council

Responsible Financial Officer  
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### 21/1 Minutes of the Internal Audit Committee held on June 15<sup>th</sup> 2021.

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

1. **Election of Chair and Chair's welcome** – Cllr Baines was elected as Chair and welcomed all to the meeting

2. **Apologies for Absence - NONE**

3. **Declaration of Interests - NONE**

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.

4. **Public Participation - NONE**

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).

**APPROVED** – the minutes of the meeting held on January 19<sup>th</sup> 2021.

6. To **REVIEW** progress on the action items/recommendations outstanding from previous Internal Audit reports. The RFO spoke to the series of recommendations/comments from the Internal and External Auditors over the last two years, discussing the many that had been dealt with. It was **AGREED** to produce a 'Traffic-light' report highlighting any items still outstanding, as well as those arising from the most recent Internal Audit report, to identify necessary actions and record progress towards resolving them.

7. To revisit the last two Annual Reviews of the effectiveness of the Parish Council's system of internal control and **CONSIDER** the recommendations therein. It was **AGREED** that a similar process as described in Item 6 would be initiated to deal with any outstanding recommendations from the IA Reviews.

8. To **DECIDE** on the Internal Audit plan for FY 2021/2022. It was **AGREED** that the following matters should form part of the Audit Plan for the coming year:

1. Review of outstanding recommendations per Items 6 and 7 above.
2. Review of Health and Safety Policies as updated/created by the Corporate Governance Committee.
3. Recommendations/advice on reasonable requirements for Health & Safety, Training within the Risk Management Framework.

9. **AGREED** - the date of the next meeting to be **Tuesday, 21<sup>st</sup> September 2021 at 7.45 pm.**

(Interim meetings may be called as and when required, per the Council's Standing Orders).

**The Chair closed the meeting at 9.15 pm**