



Stanway

Parish Council

Responsible Financial Officer

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21/2 Minutes of the Internal Audit Committee held on November 16th 2021.

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

1. **Chair's welcome** – Cllr Baines 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 June 15th 2021.

6. **RECEIVED** - the latest Internal Audit report (October 2021) and progress was **REVIEWED** on the action items and/or recommendations outstanding from previous Internal Audit reports.

As the latest interim audit mostly covered matters relating to the staffing, pay and personnel issues, the Committee **RESOLVED** to refer these specific issues in the Internal Audit report to the Staffing Committee for their own review and implementation as appropriate and with a recommendation to weigh up the merits of outsourcing certain functions.

However, the Committee instructed the RFO to ask the Internal Auditor (prior to full publication of his report) to kindly reconsider some of his comments in light of responses by members.

The Internal Audit checklist covering previous Audit reports was reviewed and updated with actions as appropriate, per the attached document. New items will be added in due course.

7. **NOTED** – the last two Annual Reviews of the effectiveness of the Parish Council's system of internal control and the recommendations therein, the majority of which had already been addressed. However, it was felt that one or two of the recommendations were not within the remit of the Review and more relevant to that of the Council's Internal Auditor.

8. **APPROVED** - the appointment of LCC (Local Council Consultancy – an SLCC Enterprise) to undertake this year's annual review of the effectiveness of the Parish Council's system of internal control

9. To **AGREE** the date of the next meeting – **Tuesday, 15th March 2022 at 7.00pm**. Interim meetings may be called as and when required, per the Council's Standing Orders.

The Chair closed the meeting at 9.53 pm

