

# MISTERTON PARISH COUNCIL

## **Minutes of a Meeting of the Audit Committee held in the Church Room on Tuesday 12th February, 2008**

**Present:** Councillors Batty and Keat

Three members of the public were present.

### **07/08/433 ELECTION OF CHAIRMAN**

Resolved: That Councillor Keat be elected Chairman for the next twelve months.

### **07/08/434 APOLOGIES**

An apology for absence was submitted by Councillor Moffett (work).

### **07/08/435 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **07/08/436 ELECTION OF VICE-CHAIRMAN**

Resolved: That Councillor Batty be elected Vice-Chairman for the next twelve months.

### **07/08/437 THE ACCOUNTS AND AUDIT (AMENDMENT) (ENGLAND) REGULATIONS 2006**

Consideration was given to the following Regulations:

Regulation 4: Requires the findings of the review of the system of internal control to be considered by a committee of the relevant body, or by members of the body meeting as a whole.

Regulation 6: Requires bodies to review the effectiveness of the system of internal audit once a year, and for the findings of the review to be considered by a committee of the body, or by the body as a whole, as part of the consideration of the system of internal control referred to in Regulation 4.

Recommended:

- (1) That, following consideration of the review of the system of internal control, carried out at the meeting of the Finance Committee held on 8<sup>th</sup> January, 2008, the Parish Council be advised that the findings of this Committee were that the review was carried out satisfactorily and left no outstanding matters requiring attention.
- (2) That, following consultation with the Clerk to the Council/Responsible Financial Officer, the Audit Plan, as set out below, be approved:

### **Audit Plan**

- (a) The Internal Auditor will:
  - understand basic accounting processes
  - understand the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management
  - be aware of risk management issues
  - understand accounting requirements of the legal framework and powers of local councils.
- (b) The Internal Auditor will work to the requirements contained in the suggested approach at Appendix 5 of the “Governance and Accountability in Local Councils in England and Wales – a Practitioner’s Guide.” His work will take into account the whole of the Parish Council’s system of internal control, including risk management. Other work may be required from time to time.
- (c) Where fraud by an officer is suspected, the Internal Auditor will report to the Chairman of the Parish Council. Where fraud by a councillor is suspected, the Internal Auditor will report to the Clerk to the Council/Responsible Financial Officer.
- (d) The Internal Auditor will have direct access to the Clerk to the Council/Responsible Financial Officer and Chairman.
- (e) The Internal Auditor will report in his/her own name to management.
- (f) The Internal Auditor will have no other role within the Parish Council.
- (g) Internal Audit will be carried out ethically, with integrity and objectivity.
- (h) The Clerk to the Council/Responsible Financial Officer will be consulted on the Audit Plan and on the scope of each audit.

- (i) The Risk Assessment Policy will define responsibilities for officers and members in relation to internal control and risk management. Training will be provided as appropriate. If an officer suspects fraud or corruption by a member, he will first discuss the matter with the Internal Auditor. If a member suspects fraud or corruption by an officer, he will first discuss the matter with the Internal Auditor.
- (j) The Internal Auditor will report in accordance with the Audit Plan by 31<sup>st</sup> May annually.
- (k) The Internal Auditor's report will be considered by the Parish Council at the first opportunity.

**07/08/438 2008/09 PRECEPT**

Members noted that, as there was a need to comply with the District Council's deadline for precept details, the Clerk had confirmed the provisional precept of £65,580 as a final figure.

**07/08/439 TRAINING**

It was considered that all Members should receive training in risk management if possible, and the Clerk undertook to ascertain if any training was available.