



To: - Members of the Audit committee: Councillors M Colliver, G Garlick, A Lyons and J Meaton.

You are summoned to attend a meeting of the **Audit Committee** to be held virtually via Zoom on **Thursday 14th January 2021 at 6.30 pm.**

The link for this meeting is below and on the Parish Council website for members of the public who wish to join the meeting.

<https://us02web.zoom.us/j/83847482682?pwd=anBJTEhWNWo4ZDlwaVd0SVBkSDUzdz09>

Meeting ID 83847482682

Passcode: 461145

Remote Council meetings - The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 give automatic authority to hold remote meetings.

A handwritten signature in black ink, appearing to read "Jo Swift".

Jo Swift, Responsible Finance Officer (RFO)

EVACUATION PROCEDURE

When the continuous alarm sounds, you must evacuate the building by the exit and proceed downstairs to the tennis courts.

AGENDA

1. APOLOGIES FOR ABSENCE
To receive and accept any apologies.
2. DECLARATIONS OF INTEREST
To receive any Declarations of Interest under Paulton Parish Council's Code of Conduct (adopted on 16th October 2012) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

3. PUBLIC PARTICIPATION

That in accordance with Standing Order 3 members of the public be permitted to address the Chairman on questions and observations upon matters within the jurisdiction of the Council.

4. CONFIRMATION OF MINUTES

That the Minutes of the Parish Council meeting held on 14th November 2019 are approved as a correct record and signed by the Chairman.

5. REVIEW OF INTERNAL AUDITORS FINAL REPORTS

To consider the Internal Auditors final report.

6. RISK MANAGEMENT (attachment)

The Parish Council generally and Members individually are responsible for risk management. At least annually Members must:

- Take steps to identify and update the record of key risks facing the Council;
- Evaluate the potential consequences to the council if an event identified as a risk takes place;
- Decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

Recommendation – to consider the Risk Assessment and make any recommendations for changes, as appropriate, for approval by Full Council.

7. STATEMENT OF INTERNAL CONTROL (attached)

To review the Council's Statement of Internal Control for adoption by the Parish Council.

8. APPOINTMENT OF INTERNAL AUDITORS 2021/2022

Recommendation – to confirm the appointment of the Council's Internal Auditors for 2021/2022 to the full Council.