



To: - Members of the Audit committee: Councillors M Colliver, G Garlick, A Meaton and B Stevens

You are summoned to attend a meeting of the **Audit Committee** to be held in the Village Hall meeting room, Paulton on **Thursday 14th November 2019 at 7.00 pm**. The Agenda for the meeting appears below.

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. ELECTION OF CHAIRMAN 2019/20
To elect a Chairman for the ensuing municipal year.
2. ELECTION OF VICE-CHAIRMAN 2019/20
To elect a Vice-Chairman for the ensuing municipal year.
(The committee may appoint a Vice-Chairman but does not have to do so).
3. APOLOGIES FOR ABSENCE
To receive and accept any apologies.
4. 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.
5. 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.
6. REVIEW OF INTERNAL AUDITORS FINAL REPORTS
Attached are the recommendations from the Internal Auditors final report, an update will

be provided:

- (i) The bank reconciliations should be signed and dated by the Parish Clerk each month.
- (ii) The bank statements are checked against the bank reconciliation by 2 appointed members that are not signatories at least quarterly as part of Parish Council scrutiny role.
- (iii) The Parish Council should consider introducing a Policy for Business Continuity and/or Disaster Recovery Plans to ensure that the Parish Council can continue its business in the event of unexpected or tragic circumstances.
- (iv) We recommend that the Risk Assessment should be updated to include the on-line payment facility that is now used by the Parish Council.
- (i) Only dedicated email addresses using the org.uk email extension should be used by all Councillors and staff at the Parish Council.

Recommendation – to consider the Business Continuity plan (attached) for approval by the full Council.

7. 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.

8. REVIEW OF COUNCIL'S INTERNAL AUDIT PROCEDURES (attachment)

It is good practice for local councils to do a review of the effectiveness of their system of internal audit to provide sufficient assurance to the council that standards are being met and that the work of the internal audit is effective. The following documents are attached to assist in conducting the review:

- a) From Governance and Accountability for Local Councils (March 2019)
 - (i) Meeting standards checklist
 - (ii) Characteristics of effectiveness
- b) From Auditor - Terms of reference letter and full scope of internal audit dated May 2017

9. STATEMENT OF INTERNAL CONTROL (attached)

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

10. APPOINTMENT OF INTERNAL AUDITORS 2020/21

Recommendation – to confirm the appointment of the Council's Internal Auditors for 2020/2021 to the full Council.