

## Minutes from the Audit Committee meeting held on Thursday 19<sup>th</sup> November 2019 at 7.00 pm

Present – Councillors M Colliver, G Garlick and A Meaton.

In attendance - Jo Swift (RFO)

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| 1. | <b>Election of Chairman 2019/20</b><br>Councillor A Meaton was elected as the Chairman for 2019/20.  |
| 2. | <b>Election of Vice Chairman 2019/20</b><br>It was agreed not to elect a Vice Chairman due to the frequency of the meetings.   |
| 3. | <b>Apologies for absence</b><br>No apologies received. Councillor B Stevens absent.  |
| 4. | <b>Declarations of Interest</b><br>There was none.   |
| 5. | <b>Public Participation</b><br>None.   |
| 6. | <b>Review of Internal Auditors final reports</b><br>The recommendations were gone through individually and discussed.<br>Changes were made to the Councils Continuity Plan.<br><b>Recommendation</b> – that with the agreed changes the Continuity Plan is to be recommended to the full Council for approval. |
| 7. | <b>Risk Management</b><br>The Parish Councils Risk Assessment was gone through and minor changes made.<br><b>Resolved</b> – that the revised Risk Assessment is recommended to full Council for approval.  |
| 8. | <b>Review of Councils Internal Audit procedures</b><br><b>Resolved</b> – that an adequate review of the Internal Audit procedures was carried out.   |
| 9. | <b>Statement of Internal Control</b><br>The Statement of Internal Control document was gone through and minor changes made.<br><b>Resolved</b> – that the Statement of Internal Control document, with the changes, was reviewed and approved.   |

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| 10. | <b>Appointment of Internal Auditors 2020/21</b><br><br><b>Resolved</b> – that the existing Internal Auditors, Lightatouch, are appointed as the Parish Councils internal auditors for 2020/2021. |
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**The meeting finished at 7.45pm**

**Signed by Chairman.....Date.....**

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