

Minutes from the Audit Committee meeting held on Thursday 19th November 2019 at 7.00 pm

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

In attendance - Jo Swift (RFO)

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

10.	Appointment of Internal Auditors 2020/21 Resolved – 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.....