



Sopley Parish Council

Minutes of the Audit Approval Meeting held on 22nd June 2017 at Sopley Parish Hall at 7pm

The clerk confirmed that the meeting was quorate and that apologies had been received from Chairman Shutler, Cllr Dunn, and Cllr Liberty Spark.

In attendance: Cllr Pope, Cllr Rawstron, Cllr Hill, Cllr Smedley and Clerk Mrs Katie Hughes.

1. Review of Internal Audit.

“Subject: Review of matters arising from Internal Audit for 31 March 2017 Please find below the list of matters arising following my visit today. Overall I found the records of the council to be in very good order and that the visit went well.” – Eleanor Dunn of Do the Numbers employed as Internal Auditor.

Wages rate It is good practice to minute on an annual basis the amount and terms of employment of the clerk (also raised last year) This should be done at the start of budget setting each year. The clerk confirmed this would be done annually at the Budget meeting held in November.

Budget The full council did not clearly minute approval of the budget and the precept figure and the budget was not included as a page of the signed minutes. This should be done from now on. (also raised last two years) The Clerk confirmed this would be done annually at the Finance Meeting in November.

Bank accounts The council holds several large bank accounts, one of which has not been used for two years. These accounts should be amalgamated and the funds put into interest bearing accounts. Investments and reserves should be reviewed this summer. (raised last three years) – this was decided would be discussed and reviewed at the Council Meeting due on 20th July 2017. The Clerk to approach Lloyds to discuss interest bearing accounts. Should the Accounts be amalgamated or should the excess funds be transferred as approved at the Finance Meeting in November 2015. The Clerk to investigate ISA's also as interest bearing accounting also the early pay off of the PWLB loan instead of keep paying interest, Clerk to contact internal auditor.

Grants The council proposed making grants to individuals during the year. This is not permitted. The “allotment” fund is still Parish money and covered by Parish rather than Charity legislation. The council may wish to review its grant making policy and publicise the form so that charities and organisations which

benefit young local people can apply. The Allotment Account has been sat at £200 per annum and this will be reviewed on 20th July with full Council should it be raised. The Clerk was also asked to find out who qualifies for an Allotment Account as this Account is sat with just over £5000 and not being used.

Members interests It is good practice to have a link from the Parish website to that of the District. A website link should be set up to NFDC Transparency code SPC is a "gap" council, but good practice would suggest complying where possible. The asset register and annual returns should be uploaded to the website. The Clerk confirmed this would be done as to show good practice and the Members confirmed they were happy for their details to be publicised on the website but not their Assets etc.

The Members all agreed and accepted the findings in the Internal Audit and the changes recommended would be administered by the Clerk.

Date of next Full Sopley Parish Council Meeting
is 20th July 2017 at 7.30pm in the Parish Hall.