

MINUTES of the MEETING of the INTERNAL AUDIT COMMITTEE held in the Council Chamber, Council Offices, 1 Chapel Street, St Just on Friday 15 February 2013 at 9.30 a.m.

PRESENT

Chairman: Cllr Stevens
Vice-Chairman: Cllr Ms Angove

Cllr Smith

TOWN CLERK

Elaine Baker

ALSO IN ATTENDANCE

Steve Hudson - Hudson Accounting Ltd.

IA.08 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Nicholls and Councillor Thomas.

IA.09 DECLARATIONS OF INTEREST

None received.

IA.10 MINUTES

RESOLVED: That the minutes of the meeting of the Internal Audit Committee held on 19 October 2012 be approved as a correct record and signed by the Chairman.

IA.11 FINANCIAL REGULATIONS

The Committee carried out its annual review of the Council's Financial Regulations to ensure that they were fit for purpose.

There was general agreement that the regulations as currently drafted did meet the Council's needs and therefore no further amendments were required at this stage.

RESOLVED TO RECOMMEND TO THE FULL COUNCIL: That the Financial Regulations as presented be endorsed as fit for purpose.

IA.12 RISK MANAGEMENT ARRANGEMENTS

The Committee carried out the annual review of the Council's risk management arrangements in respect of finance, premises, councillors, lone working, (including the Council's current policy) and fire.

With the exception of a slight amendment concerning removal of the reference to the location of the Police Office the Committee

RESOLVED TO RECOMMEND TO THE FULL COUNCIL: That the Town Council's current risk management arrangements are endorsed as fit for purpose.

IA.13 ASSET REGISTER

The Committee reviewed the Town Council's current asset register.

RESOLVED TO RECOMMEND TO THE FULL COUNCIL: That the contents of the Asset Register for 2012 / 13 is approved (copy appended to the signed minutes).

IA.14 INTERNAL AUDIT

The Committee reviewed the Internal Auditor's Interim report and noted the comments contained therein.

The Internal Auditor also commented that detailed procedure notes for all financial and administrative systems should be produced to assist business continuity when faced with unforeseen or planned staff absences or when there was a turnover of staff.

In respect of the transfer of assets, Steven Hudson advised that if the Town Council decided to go ahead with a transfer of assets e.g. car parks it would be prudent to have all the financial information independently verified.

Steve Hudson also referred to the pending repeal of legislation contained in the LGA 1972 regarding financial payments and advised the Committee that once it had been repealed new guidance would be issued to local councils on the process for electronic payments.

The Committee also discussed the introduction of "Real Time Payments" to HMRC from April 2013. In effect, rather than submitting PAYE & NI contributions at year in end, from April they would be submitted electronically at the time salaries were calculated via the HMRC Basic Tools software.

IA.15 EXTERNAL AUDIT

The Committee noted the new arrangements for external audit which replaced the audit Commission from 2012 / 13.

The Town Clerk reminded the Committee that Grant Thornton UK LLP had been appointed as the Council's external auditor for a five year period from 2012 / 13. The appointment had been under S.3 of the Audit Commission Act 1998 and had commenced on 1 September 2012.

Steven Hudson also advised that the new Audit Regulations were likely to exempt local councils with budgets of less than £25,000 from the external audit process. However, there would be a new code of transparency requiring local councils to publish all expenditure.

Meeting closed at 10.00 a.m.

Chairman

Date: