

MINUTES of the MEETING of the INTERNAL AUDIT COMMITTEE held in the library at St just. Friday 11<sup>th</sup> February 2022 at 10.30pm.

PRESENT

Chris Denley    Robert Chadder  
Kevin Casley

No members of the public were present.

TOWN CLERK

Cas Leo

IA.1    ELECTION OF CHAIRMAN

RESOLVED: That Cllr Chadder is elected Chairman of the committee for the remainder of the municipal year.

IA.2    APOLOGIES FOR ABSENCE

An apology for absence was received from Jessica Morris.

IA.3    DECLARATIONS OF INTEREST

None received.

IA.4    MINUTES

RESOLVED: That the minutes of the meeting held on 12<sup>th</sup> February 2021 were approved as an accurate record and signed by the Chairman.

IA.5

INTERNAL AUDIT

The Committee discuss matters in regard in the interim Auditors Report for FY 21/22 ending next month in March 2021 the final Report would be done after FY close in June 2022. The Action Plan progress was outlined to committee and the actions taken to resolve issues. The committee will advise the full Council at 28 February 22 meeting all is progressing towards year end.

The Internal Audit Committee reviewed and monitored progress in getting the IA comments corrected asap and before year end at 31 March 2022. Following good financial management using the council policies to guide it.

IA.06 INVESTMENT STRATEGY

The Council has a current investment strategy (auditor comment). The Town Council strategy was be in line with its devolution aspirations. The Councils strategy is based on valuing security over yield during this time; when interest rates are extremely low.

The Town Council therefore expects to use its £100,000 earmarked reserve for the purchase of a Car Park in 2022.

The Town Council Investment Strategy Policy document was first presented to Council in December 2020 and reviewed at this meeting will be recommended to the full council for approval at 28 February 2022 meeting.

During the pandemic Lloyds Bank are currently not accepting new business accounts. The recommendation was to wait to the New Council forms in May 2021, before moving the current account. The banking relationship with Barclays as improved and is stable and working much better, the council could look at a better spread of investment in light of the IA recommendation once the devotions items are completed but there is no immediate rush to change bank especially with devotion.

Action by: Clerk

#### IA.7 RISK MANAGEMENT ARRANGEMENTS

The Town Council noted the Quarter 3 Financial Report at the 31 January 2022 meeting. The next and final Quarter 4 Financial Report is due at the May 2021 meeting.

Appointment of two Councillors (not Bank signatures) to check all invoices/payments with the bank account (auditor comment Robert Chadder and Sue James with Brian Clemens in reserve have carried out these checks in quarter 1 and 2. Quarter 3 checks will take place in February 22. The third quarter is ready to be checked.

The Petty Cash upper limit of £150 was discussed. The Council needs to make sure it never uses petty cash to pay anything over £150. (Auditor Report).

The Clerk has checked and the measures are working and shows no items have been purchased over £150 up to December 21. Indeed, give the First/second Lockdowns very little petty cash transactions have taken place, not surprising given the conditions during the year.

#### IA.8 ASSET REGISTER & RISK ASSEESMENT REVIEW

The committee discussed the documents and possible amendments and noted the purchasing of WBF Project equipment was on going and needed to be added to the asset Register once it's all in and registered with I.D markings.

#### IA.9 NEIGHBOURHOOD PLAN (NP) Team

The Clerk mentioned that If Neighbourhood Plan (NP) Team have any expenditure to reclaim for this year it needs to come to the council now so we can pay it in this FY.

And be treated like all other council expenditure. The invoice given to the council must be clearly authorised by the N Plan Chair or Treasurer that it is indeed agreed by the N Plan Group to avoid disputed items getting presented. The new projects with funding will be managed in a similar way.

Action by: NP Councillors

IA.10 EXTERNAL/INTERNAL AUDIT

The arrangements for the external audit 2022/23 will be informed to the council once the National arrangements are in place. The first activity is appointing an internal auditor in April 2022.

IA.11 OBSERVATION

It was noted that the council would be moving to a new accounting system in the next financial year and using the SCRIBE accounting system. Training for SCRIBE has already started in the lockdown and will continue this month and March. It is hoped to transfer all data into the Scribe system. The IA noted that professional assistance may be needed to transfer to an income and expenditure system rather than receipts and payments at year end ready for the AGAR in June 22.

Appointing Contractors Policy

The committee agreed to change website guidance to exactly match the current policy taken from Standing Orders.

Meeting closed at 11.50 a.m.

Date:

Chairman