

MINUTES of the MEETING of the INTERNAL AUDIT COMMITTEE held in the Council Chamber, Council Offices, 1 Chapel Street, St Just on Friday 18 February 2011 at 10.30 a.m.

PRESENT

Cllr Ms P S Angove
Cllr B F Angwin

Cllr D Stevens
Cllr M Thomas

Also in Attendance

Steve Hudson – Hudson Accounting Ltd.

TOWN CLERK

Elaine Baker

IA.01 ELECTION OF CHAIRMAN

RESOLVED: That Councillor Stevens be elected Chairman of the Internal Audit Committee for the remainder of the municipal year.

IA.02 APOLOGIES FOR ABSENCE

None received.

IA.03 ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor Ms Angove be elected Vice-Chairman of the Internal Audit Committee for the remainder of the municipal year.

IA.04 DECLARATIONS OF INTEREST

None received.

IA.05 TIMETABLE OF MEETINGS

It was AGREED that this issue would be addressed at the first meeting of the Committee in the 2011 / 2012 Municipal Year.

IA.06 WORK PROGRAMME

It was AGREED that this issue would be addressed at the first meeting of the Committee in the 2011 / 2012 Municipal Year.

IA.07 LOCAL GOVERNMENT PENSION SCHEME

The Committee received a letter from Cornwall Council dated 10 January 2011 regarding the completion of the calculations for the 2010 valuation of the Cornwall Pension Fund.

The letter confirmed that as a result of the valuation the employer's contribution rate would be expressed as two separate elements. One, a percentage to cover the accrual of future service for current employees, and the other to consist of a monetary amount to provide the deficit in respect of the past service. From 1 April

2011 the rate would reduce from 19.6% to 17.2%, plus a cash contribution of £500.00 per annum each year from April 2011 / 12 to 2013 / 14.

RESOLVED That the content of the letter be noted.

IA.08 **RISK ASSESSMENT**

In accordance with the Audit Commission regulations, and as part of its Annual Governance Statement, the Committee undertook a formal review of its internal risk management processes in respect of financial procedures, building, lone working, computerised systems and health & safety.

Steve Hudson commented that the systems which had been established over the preceding year adequately addressed audit requirements.

RESOLVED to RECOMMEND to the TOWN COUNCIL that the risk assessments be approved.

IA.09 **ASSET REGISTER**

The Committee received the revised Asset Register / Inventory of the Council's assets for 2010 / 2011.

RESOLVED to RECOMMEND to the TOWN COUNCIL that the Asset Register be approved and that the figures be included in the Council's Annual Return 2011.

IA.09 **INTERNAL AUDIT SERVICES**

The Committee considered the re-appointment of Hudson Accounting Ltd as the Council's Internal Auditor for the coming three financial years.

RESOLVED :That Hudson Accounting Ltd be requested to submit a quotation to the full Council in respect of the provision of Internal Audit Services for the next three financial years, to include a half yearly audit.

IA.10 **FUNDING STRATEGY STATEMENT**

RESOLVED: That the content of the Cornwall Pension Fund Draft Funding Strategy Statement be noted.

IA.11 **INTERNAL AUDIT QUARTER 2 REPORT**

The Committee received the draft of Hudson Accounting Ltd's second quarter report, the final version of which would be submitted to full Council in due course.

RESOLVED: That the draft report, and the comments contained therein be noted.

Meeting closed at 11.10 a.m.

Chairman

Date: