



EAST PRESTON PARISH COUNCIL

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Minutes of the Audit & Governance Committee Meeting – 12th February 2009

Present: Councillors A Sharp (Chairman), L Barnett, J Heaver, M Howdle and G Mathias
Clerk Simon Cross

The Audit & Governance Committee Meeting commenced at 09:30.

97/09 APOLOGIES AND REASONS FOR ABSENCE

All Committee Members were present.

98/09 PERSONAL AND/OR PREJUDICIAL INTERESTS

None were declared.

99/09 PUBLIC SESSION

No members of the public were present.

100/09 MINUTES OF THE MEETING HELD ON 11TH DECEMBER 2008

The Committee agreed that it could APPROVE the above set of Minutes with no amendments. The Chairman duly signed the Minutes as a correct record.

101/09 MATTERS ARISING FROM MINUTES

930/08 – The Personnel sub-committee will be meeting on 16th February, and time recording and overtime will be discussed at that meeting.

930/08 – The matter of keeping budget sheets up to date had been discussed by the Finance & General Purposes (F&GP) Committee.

931/08 – The Clerk has obtained a c.v. from Paul Hartley, and this was included in the papers for this meeting.

933/08 – A remittance book and a receipt book have been purchased.

102/09 INTERNAL AUDIT QUOTATION EXERCISE

At the meeting held on 11th December, the Committee had reviewed a report produced by the Clerk outlining the responses to the Internal Audit Quotation Exercise for the period 2009/2012.

Chairman's Initials:

Further to that meeting, the Clerk had obtained a c.v. from Paul Hartley.

Attempts to get a quotation from Mulberry & Co had failed, although Mark Mulberry had provided a verbal quotation of £500 on 3rd February. As required by the last meeting, the Clerk had a list of all contacts made with Mulberry & Co between the two meetings.

The Committee discussed the quotations received.

The Committee AGREED to recommend to Full Council that Paul Hartley be awarded the role of Internal Auditor for the period 1st April 2009 to 31st March 2012 at a fixed-rate of £420 per annum, plus mileage charge of £100.80. If a separate visit is required to attend a Committee meeting, there would be an additional charge of £70, with a mileage charge of £33.60.

The Committee AGREED that the driver for this decision was that NALC has recommended that an Internal Auditor should not be in post for more than five to ten years. R&J Accountancy & Administration has been employed by this Council for over five years.

The Committee AGREED to ask Paul Hartley to carry out his interim audit on 12th November, as there is a Committee meeting scheduled for that day, and the Committee would like to meet him on that day. The meeting time will need to be changed from 09:30 to allow Paul to complete his interim audit prior to the meeting.

103/09 PURCHASE ORDERS – TERMS AND CONDITIONS

Cllr Howdle had found the Terms & Conditions used by West Sussex County Council on its website. The Chairman thanked him for this.

The Chairman suggested a few minor changes, some linguistic.

The Committee AGREED that the Terms & Conditions, incorporating all of the Chairman's suggested revisions, should be recommended to Full Council at its March meeting.

The Chairman had drafted a revised Purchase Orders section for the Financial Regulations. This should also go to Full Council for adoption.

104/09 INTERIM INTERNAL AUDIT REPORT

An interim internal audit had taken place on 8th January, and the Clerk had circulated the report from that audit with the papers for this meeting.

The meeting agreed with the comment in the report that "we would like to see as part of the final analysis, a summary of the level of balances expected." It was agreed that this should be referred to the Finance & General Purposes Committee.

Cllr Heaver reported that his Buildings & Facilities Committee did indeed hold a separate record of expenditure on the planned Village Hall extension. This would be shown to R&J Accountancy and Administration in due course.

It was agreed that the Clerk should ask for further details on the six randomly selected audit trails.

It was agreed that the Clerk should ask whether any action had been taken on the Risk Register.

105/09 WARREN RECREATION GROUND PLAY AREA

This item was referred to this Committee by the Finance & General Purposes Committee, during its discussion on insurance.

The Clerk showed the Committee the fortnightly inspection report provided by Arun District Council.

It was agreed that each such report should be annotated on the back stating what action has been agreed against each item on the report, including any decisions not to take any action. It was recommended that the Chairman of the Amenities Committee should sign all such annotations.

The reports should be kept in a separate folder.

Chairman's Initials:

106/09

THE AUDIT

The committee viewed the Parish Council's Bank Statements and selected various entries to audit.

cheque no. 104527	<p>This cheque was to EDF for electricity supplied to the Public Conveniences in Sea Road.</p> <p>The cheque stub had two signatures on it, the same two signatures were on the invoice (which had no number, therefore no number could be on the stub) and the VAT was separately identified on the stub.</p> <p>The Committee agreed that all was in order.</p> <p>The Committee discussed whether the Parish Council should be competing for its electricity supplies. Although this was felt desirable, as the bill is about £100 per quarter, there is no urgency for this.</p> <p>The Committee discussed whether it should be asking West Sussex County Council for sight of its most recent competing exercise. Again this was felt desirable.</p>
Remittance register	<p>This has been created since the last meeting of this Committee.</p> <p>It was agreed that a receipt should be raised for everything, but only sent out when appropriate. If deemed not appropriate to send out the receipt, such should be marked clearly in the receipt book.</p> <p>The Committee agreed to ask R&J Accountancy and Administration to test the remittance and receipting process during the year-end audit.</p>
cheque no. 104515	<p>This cheque was to Hedleys solicitors for work completed to date on a legal matter.</p> <p>The cheque stub was all in order, as was the invoice and the attendant Purchase Order.</p>
cheque no. 104524	<p>This cheque was to Ian Mackay for work completed on refurbishing the bus shelter in Fairlands.</p> <p>The cheque stub was mainly in order, although there was no SAGE number on the back of it. The invoice and Purchase Order were in order. It was noted though that no confirmation that the work had been completed satisfactorily was shown. This should be done prior to any payment being made.</p>
Bank reconciliation	<p>The Chairman reported that he was not comfortable with the level of detail on the bank reconciliation automatically generated by SAGE, as there is no indication of uncleared items.</p> <p>It was agreed to contact SAGE with this concern.</p> <p>Bank reconciliation should be added to the next A&GC Agenda as a separate item.</p> <p>The Chairman will provide the Assistant Clerk with the bank reconciliation report that he gets from the Accounting software that he uses, for comparison.</p>

107/09

URGENT MATTERS ARISING

There were no urgent matters arising.

108/09

ITEMS REFERRED TO THE NEXT A&GC MEETING

The following items had been referred to the next A&GC Meeting to be held on 14th May 2009:

1. Bank reconciliation

Chairman's Initials:

The Meeting closed at 10:40.

Chairman:

Date:

Chairman's Initials: