

Evercreech Parish Council Finance Committee Meeting  
01/07/2019 – Village Hall

Meeting opened at 19.01hrs

Present were Cllr Murray Stewart (Chairman) , Cllr Rob Reed, Cllr Sarah Breare

1. Election of Chair, Cllr Stewart was proposed by Cllr Reed, seconded by Cllr Breare.  
Cllr Stewart duly elected
2. No Absence
3. Declarations of interest – None
4. Confirmation of 17/12/2018 minutes, Cllr Reed Proposed, Cllr Stewart seconded –  
Cllr Stewart signed
5. Open Session – No Public present.
6. Review of 17<sup>th</sup> December 2018 Action Plan arising from half year internal audit findings October 2018
  - Item 4 – Agreed with advice on the Audit that it is best practice to comply with the Transparency code, the monthly Finance Sheet should be published onto the New Parish Website in the section marked ‘Minutes’
  - Item 5 – Actioned
  - Item 7 – Actioned
  - Item 8 – Assets Register must be updated ASAP to comply with the Audit and Insurance requirements
  - Item 13 – Clerk to confirm that the Annual GDPR audit has been undertaken, and the results presented to Council
  - Item 16 – Document security, filing system and off-site back up all need to be improved.
  - Chair needs to be given passwords etc in a sealed envelope
  - Items 18/19/20/21 – the new Website has facilities for all of these to be uploaded.
  - Telephone provider has been changed from BT to Plusnet to provide a dedicated phoneline for the Parish Council.
  - There is a link on the New Evercreech Parish Council Website to MDC website so that the General Public has access to each Councillors member’s interests.

Other items highlighted in the Half-year audit

Agenda and minutes need improvement. Suggested that the Clerk to attend SALC Clerk refresher course

Computerised year-end accounting procedures now actioned by Clerk via phone link with Alpha Systems

Minutes – The Financial Committee Agree with the auditor that the Minutes need to have pages numbered working up perpetually in the Minute book and that the Agenda items need to have a numbering system assigned to them

### Items Highlighted in The Full Yearly Audit 2018/2019

C – Risk assessment was not brought to council within the financial year. Ensure compliance for 2019/20

H – There are items missing on the Asset Register so it is still incomplete despite being highlighted in the half-year audit. Ensure this is updated ASAP to comply with audit, inspection and insurance requirements

I – Quarterly bank reconciliation to be undertaken by Cllr Breare

J – Expenditure detailed on finance sheet should indicate authority to spend ie Budget/Motion/Policy etc

L – Public inspection of accounts would be addressed by uploading to the New PC Website

Other Items highlighted in Year-end Audit

HMRC PAYE – There is a need to get a dispensation from the HMRC to allow

from claimants for the Evercreech Community Fund are missing from the Grants file.  
Remedy ASAP.

There is no ongoing need for Petty cash to be held now as Clerk/RFO now has a council debit card for Council purchases etc. Transfer residual amount to bank account.

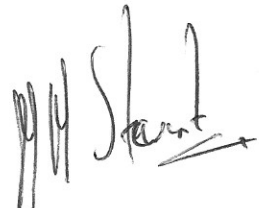
Noted by Internal auditor - Too much paper being filed no need for all the emails to be printed off as makes for a very costly exercise and time consuming that is not necessary.

Filing System and document retention require urgent overhaul.

Auditor to be Agreed and Appointed for 2019/2020 Audit ASAP  
Clerk/RFO needs to agree annual Audit timeline with internal Auditor by January 2020.

Close of meeting 20.28hrs

Date of next meeting – January 2020 exact date and time to be confirmed later this year.

  
3.1.20