

FERNHURST PARISH COUNCIL

A meeting of the Finance and Administration Committee took place at Fernhurst Village Hall on Monday 23rd May 2011 at 6.30 p.m.

PRESENT: Mr. R. Chapman (Chairman)
Mrs. H. Bicknell
Mr. J. Cottam
Mrs. S. Ogilvy
Mrs. M. Timms

IN ATTENDANCE:

Mr. D. Bleach (Clerk)

1. Election of Chairman

It was proposed by Mrs. Ogilvy and seconded by Mrs. Bicknell that Mr. Chapman be re-elected as Chairman. There being no other nominations the motion was carried.

2. Election of Vice Chairman

It was proposed by Mr. Cottam and seconded by Mrs. Ogilvy that Mrs. Timms be elected as Vice Chairman. There being no other nominations, the motion was carried.

3. Consideration of Effectiveness of Internal Audit

After Members had examined the Internal Auditor's scheme of work and had satisfied themselves that it was sufficient to adequately protect the Parish Council from the financial risks that could occur, it was proposed by Mr. Cottam and seconded by Mr. Chapman that the Parish Council considers that the effectiveness of internal audit meets the Council's needs. Carried.

4. Consideration and Approval of Annual Accounts and Audit Return 2010/2011

Following and examination of the prepared accounts and audit return, including the Annual Governance Statement, it was proposed by Mr. Cottam and seconded by Mr. Chapman to recommend to the Parish Council that both the Annual Accounts and Audit Return for 2010/2011 be adopted and approved. Carried. Copies of these documents are attached at the annex to these minutes.

5. Consideration of Interim Internal Audit Return for 2010/2011

The Internal Auditor had found no matters on which to report and it was proposed by Mrs. Timms and seconded by Mrs. Ogilvy that the Internal Auditor's report be accepted. Carried.

6. Appointment of Internal Auditor

For 2011/2012, the Internal Auditor had quoted the sum of £370 + VAT per day for internal audit work. The Clerk explained that the work carried out at each of the two annual visits usually took only half a day, therefore £370 would represent the charge for the year. It was proposed by Mrs. Ogilvy and seconded by Mr. Chapman that the Internal Auditor, Auditing Solutions Ltd. be re-appointed for 2011/2012. Carried.

7. Other Matters

In view of the new membership of the Parish Council following the recent election, Mr. Cottam asked that arrangements are made to sign a new bank mandate for cheque signatures as soon as possible and that in accordance with standing orders the signatories should include all Members of the Finance and Administration Committee. The Clerk pointed out that other Members of the Council could be signatories if they so wished.