MINUTES OF THE INTERNAL AUDIT REVIEW COMMITTEE MEETING

HELD ON MONDAY 11TH FEBRUARY AT BEECHINGS, HOPTON HEATH (REARRANGED FROM THURSDAY 7TH FEBRUARY)

Present: Mike Tucker (chair), Max Maxwell (parish clerk) and Keith Arbery (committee member).

Apologies? : Neville Rollason (who attended a pre-meeting on Thursday 7th Feb but not on Monday)

1. Mike welcomed the new Parish Clerk, Max Maxwell, who apologised for missing the proposed meeting on Thursday.
2. A summary of the financial situation of Clungunford Parish Council, was then given by the clerk. Max presented a summary of receipts and payments for the year ending March 2018 (compiled by the previous clerk, Brian Taylor). He suggested that as the financial turnover (payments and receipts) was about £5000, it should not be necessary for the parish council to have a formal external audit. This is only required for a turnover of £25000 or more. The alternative would be to present the summary figures from the Internal Audit. This would save the cost of the External Audit which was £240. **The Committee agreed to recommend this to the full Parish Council.**
3. As the clerk had informed the previous Parish Council there had been some confusion regarding the payment of income tax to HMRC by the previous clerk. Brian did not seem to be correctly registered as an employee of the Council. The result is that the HMRC online account shows a surplus but no tax paid. The amount unallocated is about £1500 and HMRC have been in touch with the clerk now that the account is active. **The Committee decided that it would wait to see how the matter was raised by HMRC.**
4. Max is now correctly registered online for payment of income tax on a monthly basis, from his annual clerk’s salary of £1500.
5. The Internet Banking statements have now been cross-referenced with the debit and credit book.
6. The Clerk presented the following papers for the committee:
7. Annual Return and Internal Audit for the financial year ending 31 March 2018
8. Bank Statements for the year ending December 2018
9. Receipts for the 2017-18 financial year and up to December 2018.
10. Account book (credits and debits up to January 2019)

He had not prepared a summary of Annual Accounts when the precept for 2019/20 was decided at the Parish Council but will do so in future.

Mike, as committee chair will examine the papers presented and return them to Max.

1. Other matters raised by the clerk.

The Council assets include an ancient word processor, recorded as worth £250 but in practice worthless. He also does not require the four drawer filing cabinet but would like a two drawer one. The Parish hall might welcome the four drawer cabinet. The **Committee agreed that these matters should be raised at the Parish Council**.

1. Matters arising from the papers, comments by the committee. **No further matters were raised at the meeting.**
2. Recommendations for the future of the records of the parish finances. **The clerk would continue to keep full records although some of the detail recorded by Brian Taylor (such as individual stamps purchased for correspondence) would not be necessary.**
3. The Chair said that it had been a very useful meeting and that he would circulate draft minutes to the full Committee soon for comments and corrections.

Mike Tucker

12/2/19