# Brundall Parish Council

Advisory and Scrutiny Committee Meeting Minutes

**19th April 2022 held online via Zoom**

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| Present: Chairman J Warne, Cllr J Mickelburgh, Cllr R Tungate, Deputy Clerk: C Dickson  |
| *Minute* | *Details* | *Action* |
| **AC231** | **Apologies for Absence** Cllr Tungate will be a little late. |  |
| **AC232** | **Declarations of Interest**None received. |  |
| **AC233** | **Minutes of the Last Meeting 8th November 2021**The minutes wereunanimously **approved**. |  |
| **AC234** | **Matters Arising**None. |  |
| **AC235** | **Public Participation** None in attendance. |  |
| **AC236** | **Financial Regulations**6.18 – amended to include the RFO6.20 – amended to include the RFO. The last sentence was amended: “under any” was replaced with “other than in extenuating”.6.4 – was updated: “members of council, and countersigned by the Clerk” was replaced with “of the nominated cheque signatories”.The Committee **resolved** to put forward the above changes to full Council for approval.In addition the Council will be asked to approve the following amendment:5.5 c) – amended to: “fund transfers within the council’s banking arrangements up to the sum of £50,000 per day, provided that a list of such transfers shall be submitted to the next appropriate meeting of the council. |  |
| **AC237** | **Review of Effectiveness of the System of Internal Audit Policy**The Committee **resolved** to propose the policy detailed below to full Council for approval: Review of the effectiveness of the system of internal audit, as required by Regulations 4 and 6 of the Accounts and Audit Regulations 2003 (amended in 2006)

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| **Expected Standard** | **Evidence of Achievement** | **Areas for development** |
| 1. Scope of internal audit | It was resolved by the Parish Council Finance Committee on 1 March 2007 (Minute No 2007-0142) that internal audits should be carried out on a 6 monthly basis with effect from 1 April 2007The internal auditor is given full access to the Responsible Finance Officer (RFO) and all Parish Council accounts, correspondence and reports etc |  |
| 2. Independence | The internal auditor does not have any other role within the Parish Council and is completely independentAll internal audit reports to the Parish Council are made in the name of the internal auditor |  |
| 3. Competence | The internal auditor used by Brundall Parish Council was recommended to the Parish Council by the RFO who is aware of their involvement in auditing other Local councils and is also the internal auditor for several other Norfolk Parish Councils. |  |
| 4. Relationships | The RFO liaises fully with the internal auditor on all aspects of the audit and is available to meet upon request to provide information and ask/answer queries etc. The responsibilities of Parish Council Members with regard to finances are understood and detailed in NALC. “Good Councillors Guide” handbook given to all Parish Councillors. NALC initial Parish Councillor training is provided to new and existing Members when appropriate | Ensure all councillors are refreshed with a copy of the Good Councillors guide |
| 5. Audit Planning and Reporting | Reports on the 6 monthly internal audits are presented to the Parish Council by the RFO. A six monthly audit is carried out from September. The full accounts for are expected to be signed off by 30 June and will have been internally and externally audited. |  |

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| Brundall Parish Council considers the above review to be a true and accurate record of the effectiveness of the systemof internal audit, as confirmed by a resolution (made/to be made) at the Parish Council Meeting held on 25th April 2022Signed……………………………………………………………..Chairman of Brundall Parish CouncilDate…………………………………………… |

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| **AC238** | **Amendments to the Standing Orders**5 f – was amended to suspend the maximum term of office:**The Chairman of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the council.** If the Chairman resigns or becomes disqualified during the term of office a successor shall be elected at the next regular full Council meeting. 1. The elected Chairman may only hold office up to a maximum of 4 years. Once this 4 year term has been completed that person cannot hold the office of Chairman again until one full year has expired.
2. The above Standing Order, 5f i), will be suspended from May 2022 to April 2025

5 j – the Committee did not feel it was possible to amend this Standing Order as any Councillors on external bodies are there to represent the views of the Parish Council.All references to remote meetings were removed.The Committee **resolved** to put forward the above amendments and comments to full Council for approval. |  |
| **AC239** | **Grants Policy**The following amendments were made to the Conditions:Point 3 to read: “Evidence of expenditure will be required after 6 months. The Parish Council will request a refund of monies spent if unsatisfied with the evidence provided.”Point 4 to read: “Any unspent grant award must be returned to the Parish Council within 6 months of the grant being awarded, unless an extension is requested.”The Committee **resolved** to put forward the amended Grants Awarding Policy to full Council for approval. |  |
| **AC240** | **Statement on Housing Policy document**The Statement on Housing Policy is now 10 years old and no longer relevant in light of the emerging Local Plan, the GNLO. The Committee decided a decision on the review of the Statement on Housing Policy should be postponed until the GNLP has been adopted.  |  |
| **AC241** | **Policy Review schedule**The Committee **accepted** the Policy Review Schedule with no amendments. |  |
| **AC242** | **Items for the next Agenda (not for discussion)** GDPR. Full Council will be asked to approve the Advisory & Scrutiny Committee be permitted to continue meeting via Zoom. |  |
| **AC243** | **Next meeting(s) for the year ahead:**19th July 2022**Meeting Closed at 18.31pm** |  |
|  | Signed as a true record…………………………………………….. Date…………………………… |  |