

THRIPLow AND HEATHFIELD PARISH COUNCIL

Minutes of an Extraordinary Parish Council Meeting held on 10th June 2024 in The Barbara Pointon Room Thriplow Village Hall at 7.30 pm

Present:

Councillors: Jane Gough, Carly Richman, Rowan Pashley, Fergus Ramsay, Sonya Cooper

Clerk: Martyn Corbet

RFO: Austin Flynn

1. Apologies for Absence

Apologies for absence were received from David Easthope

2. Consideration of the contents of the Annual Internal Audit Report

The meeting considered the report prepared by the Internal Auditor. The report had previously been distributed to parish councillors. The parish clerk drew the attention of the meeting to the following: (a) "No references to budget monitoring found in the minutes. The council should ensure progress against the budget is monitored regularly in line with Financial Regulations".

It was agreed that the Responsible Financial Officer will prepare a Budget Report on a quarterly basis based upon the figures agreed in the Precept Report;

RFO

(b) "Supporting statement records groups of asset values. The council doesn't have a Register of Assets". The parish clerk will prepare a Register of Assets.

PC

Acceptance of the report was proposed by Cllr Pashley and seconded by Cllr Cooper. Acceptance was agreed.

3. Consideration and approval of the Annual Return and Accountability Return (AGAR) for 2023/24

A copy of the draft Annual Governance and Accountability Return (AGAR) 2023/24 had previously been distributed to parish councillors.

Approval of the AGAR was proposed by Cllr Pashley and seconded by Cllr Cooper. The AGAR was agreed.

The AGAR will be sent to the External Auditors for approval.

The requisite notice relating to inspection of the accounts will be published.

There being no further business published on the agenda, the chairman thanked everyone for attending and the meeting ended at 8.10 pm.

Signed Chairman

Dated

INTERNAL AUDIT REPORT FY2024

THRIPLow PARISH COUNCIL

SECTION		IN PLACE	NOTES
	ANNUAL RETURN	Y	
A	APPROPRIATE BOOKS OF ACCOUNT HAVE BEEN KEPT PROPERLY THROUGHOUT THE FINANCIAL YEAR.		
	CASH BOOK	Y	
	UPDATED REGULARLY	Y	
	SIGNED AT YEAR END	Y	
	INDIVIDUAL ENTRIES	Y	
	NET/ GROSS / VAT	Y	
B	THIS AUTHORITY COMPLIED WITH ITS FINANCIAL REGULATIONS, PAYMENTS WERE SUPPORTED BY INVOICES, ALL EXPENDITURE WAS APPROVED AND VAT WAS APPROPRIATELY ACCOUNTED FOR.		
	FINANCIAL REGULATIONS POLICY	Y	
	INVOICES	Y	SAMPLE CHECKED
	PAYMENTS APPROVED AS IN F/R	Y	
	PAYMENTS RECORDED IN MINUTES?	Y	
	OTHER		
C	THIS AUTHORITY ASSESSED THE SIGNIFICANT RISKS TO ACHIEVING ITS OBJECTIVES AND REVIEWED THE ADEQUACY OF ARRANGEMENTS TO MANAGE THESE.		
	STANDING ORDERS POLICY	Y	
	GDPR / DATA PROTECTION POLICIES	Y	
	OTHER POLICIES	Y	
	CODE OF CONDUCT	Y	
	DECLARATIONS OF INTEREST BY COUNCILLORS	Y	
	ANNUAL ROSPA AND REGULAR PLAY EQUIPMENT CHECKS	Y	
	AGENDAS	Y	
	MINUTES	Y	
	OTHER		
D	THE PRECEPT OR RATES REQUIREMENT RESULTED FROM AN ADEQUATE BUDGETARY PROCESS; PROGRESS AGAINST THE BUDGET WAS REGULARLY MONITORED; AND RESERVES WERE APPROPRIATE.		
	BUDGET	Y	
	BUDGET APPROVED	Y	
	PRECEPT	Y	
	BUDGET MONITORED		NO REFERENCES TO BUDGET MONITORING FOUND IN THE MINUTES. THE COUNCIL SHOULD ENSURE PROGRESS AGAINST THE BUDGET IS MONITORED REGULARLY IN LINE WITH FINANCIAL REGULATIONS.
	RESERVES ADEQUATE	Y	
E	EXPECTED INCOME WAS FULLY RECEIVED, BASED ON CORRECT PRICES, PROPERLY RECORDED AND PROMPTLY BANKED; AND VAT WAS APPROPRIATELY ACCOUNTED FOR.		
	INCOME FULLY RECEIVED	Y	
	SUPPORTING PAPERWORK	Y	SAMPLE CHECKED
	VAT FULLY CLAIMED	Y	
	INCOME BANKED PROMPTLY	Y	
	CASH BOOK DATE	Y	
F	PETTY CASH PAYMENTS WERE PROPERLY SUPPORTED BY RECEIPTS, ALL PETTY CASH EXPENDITURE WAS APPROVED AND VAT APPROPRIATELY ACCOUNTED FOR.		
	PETTY CASH BOOK	NA	NO PETTY CASH
	PAYMENTS APPROVED		
	RECEIPTS PRESENTED		
	VAT CLAIMED		
G	SALARIES TO EMPLOYEES AND ALLOWANCES TO MEMBERS WERE PAID IN ACCORDANCE WITH THIS AUTHORITY'S APPROVALS, AND PAYE AND NI REQUIREMENTS WERE PROPERLY APPLIED.		
	EMPLOYEE FORMS (E.G. P60, P45)	Y	
	HMRC RTI RETURNS	Y	
	EMPLOYEE PAY SLIPS	Y	
	CLERK/RFO EMPLOYED	Y	
	PAYMENTS TO HMRC	Y	
	EMPLOYMENT CONTRACTS	Y	

H	ASSET AND INVESTMENTS REGISTERS WERE COMPLETE AND ACCURATE AND PROPERLY MAINTAINED.		
	ASSETS LIST		SUPPORTING STATEMENT RECORDS GROUPS OF ASSET VALUES. THE COUNCIL DOESN'T HAVE AN ITEMISED REGISTER OF ASSETS.
	INSURANCE	Y	
	REVIEWED AS IN S/O	Y	
I	PERIODIC BANK ACCOUNT RECONCILIATIONS WERE PROPERLY CARRIED OUT DURING THE YEAR.		
	PERIODIC BANK RECS	Y	
	YEAR END BANK REC	Y	
J	ACCOUNTING STATEMENTS PREPARED DURING THE YEAR WERE PREPARED ON THE CORRECT ACCOUNTING BASIS (RECEIPTS AND PAYMENTS OR INCOME AND EXPENDITURE), AGREED TO THE CASH BOOK, SUPPORTED BY AN ADEQUATE AUDIT TRAIL FROM UNDERLYING RECORDS AND WHERE APPROPRIATE DEBTORS AND CREDITORS WERE PROPERLY RECORDED.		
	I&E / R&P	R&P	
	MATCH CASH BOOK	Y	
	DEBTORS	NA	
	CREDITORS	NA	
	O/S	Y	
	AUDIT TRAIL	Y	
K	IF THE AUTHORITY CERTIFIED ITSELF AS EXEMPT FROM A LIMITED ASSURANCE REVIEW IN 2022/23, IT MET THE EXEMPTION CRITERIA AND CORRECTLY DECLARED ITSELF EXEMPT.		
	UNDER 25K	NA	
	EXEMPTION DECIDED AT MEETING		
	ELIGIBILITY CRITERIA MET		
L	THE AUTHORITY PUBLISHED THE REQUIRED INFORMATION ON A WEBSITE/WEBPAGE UP TO DATE AT THE TIME OF THE INTERNAL AUDIT IN ACCORDANCE WITH THE RELEVANT LEGISLATION.		
	WEBSITE ADDRESS	Y	www.thriplow.org.uk
	REQUIRED PAPERS PUBLISHED	Y	SAMPLE CHECKED
	INFORMATION UP TO DATE	Y	
M	IN THE YEAR COVERED BY THIS AGAR, THE AUTHORITY CORRECTLY PROVIDED FOR A PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS AS REQUIRED BY THE ACCOUNTS AND AUDIT REGULATIONS.		
	INSPECTION DATES	Y	5/6/23 TO 14/7/23
N	THE AUTHORITY HAS COMPLIED WITH THE PUBLICATION REQUIREMENTS FOR 2022/23 AGAR.		
	NOTICE OF INSPECTION PERIOD	Y	
	AGAR (PAGE 3,4,5,6)	Y	
O	TRUST FUNDS (INCLUDING CHARITABLE) - THE COUNCIL MET ITS RESPONSIBILITIES AS A TRUSTEE.		
	CHARITY RETURNS	NA	
	TRUST DEED		
	MEETINGS		
	TRUSTEES		
	ACCOUNTS		
	INDEPENDENT INSPECTION		
OTHER			

Signed:

Ben Stoehr

(Internal Auditor)