

Minutes Lanhydrock Parish Council Finance & Governance committee meeting held at The Stables, Tredinnick Pits, PL30 5AP on 5th April 2016 @ 6.30 p.m.

Present: Councillor Wendy Ayres, Councillor Peter Miller and Parish Clerk Sarah Knight

Finance

The purpose of this meeting was to establish the requirements of the external auditor Grant Thornton to enable compliance.

1. It was established we have all the following documentation required in readiness

- i) Receipt & Payment book (cash book)
- ii) Bank Statements
- iii) Receipts
- iv) Minutes
- v) Fixed asset Register
- vi) A bank reconciliation is required and it was established we have all the information for its preparation and Sarah will action this.
- vii) Notification of Elector's Rights form. After lengthy debate we were unclear about the inspection dates, given the guidance notes indicated the period should be when the documents were in the possession of the auditors and not here in the Parish. Sarah to seek clarification.

Internal audit. It was established from Grant Thornton documentation we require an internal audit. Sarah to seek clarification from CALC, the qualifications required for this independent inspector (i.e. could we use an independent retired accountant). If these qualifications are sufficient, it was decided we would approach Mr. Jason Coad to perform the internal audit. If not, due to the lack of availability of internal auditors in Cornwall, we would revert to the services of Mr. Ken Abrahams. The internal audit needs to be completed before our next scheduled Parish Council Meeting (17th May) when the accounts need to be approved by the full Council. Grant Thornton submission date is before 3rd June 2016.

Governance

Sarah Knight has now been in post for 6 months. The purpose of this meeting was to establish any needs for extra support or additional training and/or to raise any issue Sarah or the Parish Council has encountered.

Sarah feels she would greatly benefit from additional Parish Clerk training. The Council is very happy to fund this. Sarah is to seek details of any suitable courses available from CALC and the Council for Parish Clerks (SLCC). There is a joining fee payable and Sarah is to obtain full details.

The work load over this initial period has been far greater than expected by Sarah or The Parish Council due to the previous Parish Clerks bad record keeping. Sarah has worked more hours than those anticipated but has not taken any extra payment (apart from extra

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hours included in her January 2016 payment). The Finance and Governance committee feels that with the implementation of the new transparency policy, the work load will continue to be greater than originally anticipated, until the new measures are put in place. We have therefore asked Sarah to keep time sheets for her hours in order to pay for hours actually worked in the future. Although the work load is greater, Sarah is enjoying the work and finding it interesting.

Signed by:



Wendy Ayres



Peter Miller



Sarah Knight