

Hamble Parish Council

Council Meeting

11th February 2019

Response to Audit Report

Recommendation

To accept the Auditors report and actions for attention and to consider the management actions proposed.

Each year the Council received two audit visits; one that focuses on governance and compliance and the second at the end of the financial year as part of the Annual Accounts process.

The report from the recent visit is attached. As it is pdf document the management actions follow the order in the report.

Control area	Management response
Changes to staff and Membership	All departures will be noted in future.
Aged debtors	A report will be produced each quarter as required.
Burial ground	AMC will keep the current position under review. In addition, an approach to Hedge End TC will be made regarding the service they provide.
Planning Application paperwork	Planning Committee considered this and requested that copies continue to be provided. Not including the application form for each case but rather the plans and a full set of papers at the meeting would significantly reduce the use of paper.
Bank Statements	The front page of a bank statement was on line showing the balance. This will be removed in future and only sent around to members.
Bank deposits	This remains an outstanding issue and should be prioritised if the reserves are to remain high.
General Reserves	The earmarked reserves will result in a programme of activities designed to draw down the balance of the general reserves as well as providing flexibility throughout the year to bring forward additional projects as needed.
Earmarked reserves	Noted

Rates of Pay	Rates of pay were circulated as part of the budget process but were not minuted as being noted. Will ensure its minuted next year
Community Library	Noted and now happening
Community hub	Will look to work with other providers to maximise the benefits of the hub.

Appendix

1. Interim Internal Audit Report dated 24th January 2019