

**AYLESFORD PARISH COUNCIL**  
**FINANCE ADVISORY SUB COMMITTEE**  
**TUESDAY 24 MARCH 2015**

**MINUTES**

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**Present:** Cllrs Mrs Gadd (Chairman), Ambrose, Base, Mrs Doddington, Elvy, Gledhill, Rillie, Smith, Winnett, Wright

**In attendance:** Mr Harris, Clerk    Mrs Collier, Deputy Clerk

**Apologies:** Cllrs Balcombe, Mrs Brooks, Homewood, Tiller

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**1. Apologies** from Cllrs Balcombe (TMBC meeting), Mrs Brooks (care of elderly relative), Homewood (KCC meeting), Tiller (work commitment) were noted and reasons accepted.

**2. Declarations of Interests** - There were no declarations of interest additional to those contained in the Register of Members Interests.

**3. Section 137 Donation requests**

St Peters School Association have advised the office that their outdoor play equipment project for Coronation Gardens is with TMBC for planning permission and will not be completed in this financial year. They have requested rolling forward their agreed grant of £250 to 2015/16. This was **agreed**.

**4. Hall Grants**

St Albans Church, Blue Bell Hill – local members have now agreed this grant for grasscrete and the project has commenced.

Walderslade Baptist Church - grant/loan arrangement for new kitchen. Church have requested funding from their 2014/15 and 2015/16 grant rather than an loan. **Agreed**

**5. Section 137 Micro Grant requests** – No report to this meeting.

## 6. 2014/15 Financial Budget Comparison

Income and Expenditure Report to 18 March 2015. Full report and summary distributed to Members and attached to **Appendix A** in the bound copy of the minutes.

## 7. Statement of Internal Control

Each year the Parish Council has a requirement to review the effectiveness of its internal controls and to agree a Statement of Internal Control. The Statement was distributed to all Members and attached to the bound copy of these minutes at **Appendix B**. The Statement was proposed for acceptance by Cllr Mrs Gadd, seconded Cllr Wright and **agreed**.

## 8. Appointment of Internal Auditor

At the beginning of each financial year the Council has a duty to appoint its Internal Auditor and to agree the scope of the Internal Audit. For the past few years the Kent County Council Internal Audit has undertaken this work and during that period their work has been satisfactory. Clerk suggested that a review of who does this work for the Council should be undertaken but this would not be the appropriate time as the Council is just approaching year end and an audit would be required in early May. Clerk proposed this review is undertaken during the year and completed in time for the appointment of next year's Internal Auditors. This was **agreed**.

The KCC rates for this year are £290 per day and 2 audits of 1 day will be required giving a total of £580 for the year. Therefore for the forthcoming year 2015/16 the Clerk recommended that the Kent County Council Internal Audit team be appointed to undertake the internal audit and that the scope of the audit should be as follows:-

Testing of the following financial systems

- Payments
- Receipting and recording of income
- Precept
- Annual audit return
- Banking and bank reconciliations
- Financial reporting
- VAT
- Budget approval
- Risk assessment
- Assets
- Salaries.

This was proposed by Cllr Mrs Gadd, seconded Cllr Elvy and **agreed**.

**Clerk**

**9. Matters arising from P&R 3 March 2015** - There were no matters arising.

**10. Any Other Business/Correspondence**

Van Insurance 2015/16. The Finance Officer has carried out research into quotes for the forthcoming year. Premium has increased due to the increased value of the new van. Quotes received as follows:

Arriva - £1367.99

Commercial Vehicle Direct - £1021.81

A Plan Allianz - £1042.43

It was proposed by Cllr Mrs Gadd, seconded Cllr Winnett that the quote from Commercial Vehicles Direct be accepted. **Agreed.** **Clerk**

There being no further business, meeting closed at 8.40pm.