

**Minutes of the Financial Scrutiny Committee Meeting held on  
Wednesday Thursday 4<sup>th</sup> October 2012 at Beechen Hall, Wildfell Close, Walderslade  
on commencing at 7.32 p.m.**

Councillors present – Mr. A Springate (Chairman), Mr. P Sullivan and Mrs. W Hinder, together with the Clerk and Councillor Ivor Davies.

1. **Elect a Chairman.**

Cllr Sullivan nominated Cllr Springate seconded by Cllr Hinder - **agreed**.

2. **Apologies and non-attendance.**

None - Mrs. A Spain (absent).

3. **Declaration of Interest or Lobbying.**

None.

4. **Minutes of the meeting of the Financial Scrutiny Committee 11<sup>th</sup> January 2012.**

The minutes of the meeting were **agreed** and **signed** as a correct record.

5. **Matters Arising from previous meetings.**

None.

6. **Independent Internal Auditor's Report 9<sup>th</sup> February 2012.  
Received and noted.**

7. **TOIL and new system for managing TOIL and Annual Leave.**

Members' **agreed** the new system of a monthly report on the amount of TOIL due will be supplied to the Finance Committee members with a draft policy, to ensure that TOIL and annual leave is managed proactively, will be presented to the November Finance Committee meeting for adoption.

8. **End of Year 2011/12 Audit – report.**

Members **received** the signed report and Clerk's explanation on the comment made by the Auditor.

9. **Annual Review of the system of internal audit and control (Annual Governance Statement).**

**Received** and **approved**.

10. **Parish Councillor Audit 30th August 2012.**

**Received** Cllr Bob Hinders' internal audit. Cllr Hinders' recommendation under item 10 was **noted**. The Clerk was asked to explain the procedure by which the checking of salaries would take place.

- Added to the scheduled 3 monthly checklist that the Chairman completed would be a reminder to check the previous month's salary calculations.
- The paperwork and Scribe will be produced for checking by the Chairman.
- The on line PAYE system will be opened so that the entries can also be checked.
- The salary audit will then be signed off and dated on the minimum standards checklist.

11. **Other auditing issues.**

Cllr Ivor Davies – updating of register of interest by councillors. It was **agreed** that once a year (September) the paper copies of the register would be produced for the individual councillors to check for accuracy. It was **noted** that every 4 months councillors were reminded of the need to keep their individual records updated. **Action – Clerk.**

12. **Matters for Information.**

**Noted** on the 15<sup>th</sup> October 2012 the Independent Internal Auditor was booked to visit the office.

13. **Date of Next Meeting.**

To be arranged as required.

Meeting closed at 8.02 p.m.

Signed as a correct record of the proceedings.

Chairman.....Dated.....

DRAFT