

NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL

At a meeting of the Audit Committee held at the Council Offices, 12 Arden Road, Frankley on Wednesday 14th April 2010 at 1930 hours.

Present

Councillor Stephen Trefor-Jones (in the Chair)

Councillors Des Rogers and Joanna Walker

MINUTES

APOLOGIES FOR ABSENCE

There were none.

DECLARATIONS OF INTERESTS (EXISTENCE AND NATURE) WITH REGARD TO ITEMS ON THE AGENDA

There were no declarations.

PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

No member of the public wished to speak on any Agenda item.

MINUTES

It was proposed by Councillor Joanna Walker, seconded by Councillor Rogers, and –

- 16 RESOLVED: That the Minutes of the meeting of the Audit Committee held on 19th January 2009, having previous been circulated, were taken as read, confirmed and signed.

REQUIREMENTS OF THE HEALTH AND SAFETY AT WORK ACT

The Clerk advised that, according to the DirectGov website, the employer (the Parish Council) owed a Duty of Care to look after, as far as possible, an employee's health, safety and welfare while they are at work. Such a Duty of Care extended to Councillors as, whilst not employees, they were volunteers for the Council.

The Clerk suggested that rather than undertaking annual 'full-blown' Health and Safety Inspections, it was only necessary to carry out Annual Risk assessments providing that those assessments were undertaken by a competent person. It was agreed that Councillor Trefor-Jones be appointed as the competent person for the purposes of undertaking risk assessments in relation to the Parish Office.

- 17 RESOLVED: That, for the period ending with the Annual Meeting of the Council in May 2010, for the purpose of carrying out the annual Risk Assessments in the Parish Office, Councillor Trefor-Jones be appointed the Competent Person.

ACTION TAKEN FOLLOWING THE PREVIOUS MEETING

The Risk Review Log approved at the last meeting was submitted –

(Interleaved Document no. 1)

REVIEW OF EFFECTIVENESS OF THE COUNCIL'S SYSTEM OF INTERNAL CONTROL

The Members undertook a review of the Council's Internal Systems as detailed on the Risk Review Document.

A number of Audit Trails were conducted to verify the Council's financial procedures.

- 18 RESOLVED: It was agreed that the amended Risk Review Log be submitted to the Council for its approval.

ITEM FOR INFORMATION ONLY

There were none

LOCAL ISSUES RAISED BY THE PUBLIC

There were none

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Chairperson

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Date