

NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL

At a meeting of the Audit Committee held at the Council Offices, 12 Arden Road, Frankley on Tuesday, 25th November 2008 at 1930 hours.

Present

Councillors Karan Bolton, Bill Hollis and Joanna Walker

ELECTION OF THE CHAIRPERSON OF THE COMMITTEE

On receipt of a nomination it was –

- 5 RESOLVED: That, for the period ending with the Annual Meeting of the Parish Council in May 2009, Councillor Joanna Walker be appointed Chairperson of the Audit Committee.

APPOINTMENT OF THE MEMBERS OF THE COMMITTEE

- 6 Resolution No. 1771 of the Parish Council appointing Councillors Karan Bolton, Bill Hollis and Joanna Walker to serve on the Committee was noted.

MINUTES

It was proposed and seconded and –

- 7 RESOLVED: That the minutes of the meeting of the Audit Committee held on 4th June 2007, having been previously circulated, were taken as read, confirmed signed

TERMS OF REFERENCE

The following Terms of Reference were submitted –

(Interleaved document no. 1)

- 8 It was noted that the Terms of Reference of the Committee were to review the effectiveness of the Council's financial procedures and the process of the Internal Audit.

REVIEW OF THE EFFECTIVENESS OF THE COUNCIL'S SYSTEMS OF INTERNAL CONTROLS AND THE EFFECTIVENESS OF THE INTERNAL AUDIT.

- 9 As recommended in the Terms of Reference, the Committee undertook an internal audit of the expenditure of the Council in that checks were undertaken on a random

basis to confirm that the Payee and amount detailed on the draft payment lists approved at meetings of the Council were backed up by authorised invoices.

No discrepancy was found.

The Committee had no recommendations to make regarding the financial procedures.

The meeting ended at 1945 hours

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Chairperson