

May 2024 Annual Council Meeting

Agenda Item 23.1 Committees – Finance, Audit & Personnel - Internal Audit Report 2023/2024

In preparation for this Agenda item, and attached again to the email sent with this report is our Internal Audit Report for 2023/2024 that was completed on Thursday 18th May 2024 by our IIA David Buckett. I am thrilled to inform you that we have received LOW RISKS throughout the Risk Assessment, which is a fantastic achievement for our Council.

At the May 2024 Finance, Audit & Personnel Committee meeting held on Tuesday 7th May, the Committee discussed the report in detail and the changes/additions noted within the document by our Auditor. These were as follows:

Committees

- Enlarge Committee membership
Or
- Nominate “reserve Councillors” to attend on behalf of appointed Councillors unable to attend meetings.

This item has been previously addressed under agenda item 8.2 of the Annual Council Meeting whereby the Committee recommended to enlarge membership of Standing Committees to 6.

General Power of Competence (GPC)

- Council to consider to formally resolve to adopt General Power of Competence (GPC)

This matter has been addressed under agenda item 8.3 of the Annual Council meeting whereby the Committee recommended to enlarge membership of Standing Committees to 6.

Financial Regulations

- Council to take into account the increase in Contract Finders contract value threshold, which has increased by £5,000 to £30,000 as per the NALC (National Association of Local Councils) LTN 87 reissued in January 2024.

This matter has been addressed under Agenda item 8.1 of the Annual Council Meeting whereby the amendment has already been made and the Committee simply “noted” this action.

Aylesham House

- Acknowledge Auditors’ comments to make a firm decision on the future of Aylesham House.

This requires to be acknowledged by Full Council and minuted.

Bank and Saving Accounts

The Internal Auditor recommended as per his report:

- Open and transfer cash to other “interest earning” accounts with other banks and look a better account within NSI. However, in the immediate short term open an “instant access” or “notice account (min 32 day notice) deposit accounts with Lloyds Bank. Information on Lloyds Bank savings accounts has been provided to you on a separate document, attached to the email with this report.
- For Council to consider giving delegated powers be given to me as Chief Executive Officer/RFO to manage the Lloyds Accounts without compromising the day-to-day business activity with subsequent retrospective reporting of bank transfers.
- Two additional signatories are required for the Parish Council Lloyds Bank Account. Signatories will then be rotated month to month.
- Implementation of a debit card with Lloyds Bank in the name of the Chief Executive Officer. This would alleviate staff using their own funds for purchases for the Council and then having to seek re-imburement (which cannot be approved outside of a monthly meeting). If approved Council would receive a monthly spreadsheet with all transactions for the debit card. A debit card for the Council is covered in our Financial Regulations.

The Committee resolved to recommend to Full Council:

- To open in the immediate short term an “instant access” or “notice account (min 32 day notice) deposit accounts with Lloyds Bank (please see information on Lloyds Bank Savings Accounts attached to the email sent with this report).
Give delegated powers to the Chief Executive Officer/RFO to manage the Lloyds Accounts, without compromising the day-to-day business activity with subsequent retrospective reporting of bank transfers.
Proposed by J. Flaig, seconded D. Garrity.
Outcome: All in favour, motion carried.
- Two additional signatories to be added to the Lloyds Bank Account: J. Flaig and D. Garrity.
Proposed by K. Sutcliffe, seconded J, Flaig.
Outcome: All in favour, motion carried.
- For Aylesham Parish Council to implement a debit card in the name of the Chief Executive Officer. A monthly spreadsheet to be produced for all transactions.
Proposed by D. Garrity, seconded J. Flaig.
Outcome: All in favour, motion carried.

K. Robinson
Chief Executive Officer & Responsible Finance Officer
May 2024

