



# **SOUTHMINSTER PARISH COUNCIL**

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## **Audit Committee Meeting**

held Wednesday 16<sup>th</sup> June 2020 at Community Hall 1, King George V Memorial Field, Station Road, Southminster, Essex @ 9.00am

### **MINUTES**

#### Councillors Present:

Cllr Anderson, Cllr Pratt, Cllr Harrold, Cllr Noonan, Cllr Mische and Joanna Jeffery (Clerk/RFO).

21/01 Apologies: None.

21/02 To elect a Chair

Cllr Pratt proposed Cllr Noonan, seconded by Cllr Anderson, All agreed.

21/03 To review and agree Minutes from last meeting held on 23<sup>rd</sup> November 2020  
Proposed by Cllr Pratt, seconded by Cllr Anderson.

21/04 Matters arising from the minutes: None.

21/05 Review Statement of Internal Control and determine any recommendations to Full Council.

It was agreed this document is fit for purpose.

21/06 Review Code of Conduct and determine any recommendations to Full Council.

It was agreed this document is fit for purpose.

21/07 Review Complaints Procedure

It was agreed this document is fit for purpose.

21/08 Review Freedom of Information

It was proposed to make the following changes:

The office is open Monday to Thursday between 09.00 and Noon.

21/09 Review Financial Regulations

It was agreed this document is fit for purpose.

21/10 Review Risk Assessment

It was proposed to make the following changes:

4. Addition of computer diary

5. Delete – List of vulnerable people available in the Parish Office.

10. Delete – List of vulnerable people available in the Parish Office.

21/11 Set meeting dates for 2021-2022.

Signed

Cllr D Noonan

7<sup>th</sup> July 2021

7<sup>th</sup> July 2021 9am  
21<sup>st</sup> September 2021 2pm  
12<sup>th</sup> January 2022 2pm  
2<sup>nd</sup> March 2022 2pm

21/12 Information exchange/Next agenda items: Investment Policy

21/13 Date of next meeting: 7<sup>th</sup> July 2021.

21/14 Meeting Closure: Meeting closed at 9.40am