

# **SOUTHMINSTER PARISH COUNCIL**

## New Parish Room, Queenborough Road, Southminster, Essex. CM0 7AB

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**Audit Committee Meeting**

held Monday 20th June 2022 at Community Hall 2, King George V Memorial Field, Station Road, Southminster, Essex @ 6.45pm

# **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 23rd 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.

 7th July 2021 9am

 21st September 2021 2pm

 12th January 2022 2pm

 2nd March 2022 2pm

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

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

21/14 Meeting Closure: Meeting closed at 9.40am