

Wickham Parish Council

Finance Committee

Minutes of a meeting of the above Committee held at Wickham Centre on Wednesday 4th May 2016 at 7.45pm.

Present: Angela Clear (Chairman), Trevor Astbury, Justin Gamblin, Nick Guy, Simon Wernick.

Parish Clerk Nicki Oliver

1. **To receive apologies for absence** Adrian Brown, Therese Evans, Di Frost, Tim Harper, Sue Roger-Jones, Jon Taylor.
2. **To receive declarations of interest on agenda items** None.
3. **To adjourn meeting to allow participation by members of the public** Not required.
4. **Agenda**

4.1 To receive income and expenditure report April 2015- March 2016 **Report received.**

4.2 To review Risk Assessment for Major Public Assets April 2016 **Risk assessment reviewed, some amendments suggested to ensure consistency.**

4.3 To review Risk Assessment of Financial and Non-Financial Internal Audit Controls April 2016 prior to production of an Action Plan for inclusion with end of year accounts **Risk assessment reviewed.**

4.4 To review audit tests carried out for 2014/15 and agree scope of internal audit work required for 2015/16 **Agreed to maintain the tests as carried out in 2014/15.**

4.5 To review draft accounts for internal audit as follows:

1. Annual Governance Statement 2015/16
2. Receipts and payments accounts 2015/16
3. Asset register April 2016
4. Supporting statement 2015/16
5. Action Plan to improve effectiveness of internal controls and risk assessment procedures 2016/17

Accounts reviewed and agreed for recommendation to Full Council

5. **To identify any unmanaged risks within this committee's remit** Risks reviewed above.
6. **Review effectiveness of communication, development of links with other community organisations and support for local democracy through making information more widely available** Continue to monitor.
7. **Recent correspondence/ reports from meetings attended of relevance to this committee** Clerk and Cllr Gamblin attended a useful Procurement training seminar.

Meeting closed 9.20pm