



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 14th October 2019**

PRESENT; Cllr C English (Chairman)
Cllr S Godsall
Cllr A Hibberd
Cllr G Logan
Cllr M Smethers
Cllr A Stockley
Cllr D Tooke
Cllr J Walker
Mrs K Brooker (Assistant Clerk)
3 members of the public

Min No	Title	Owner
124/19	<p>WELCOME FROM THE CHAIRMAN INCLUDING HOUSEKEEPING AND APOLOGIES</p> <p>The Chairman, Cllr English welcomed all in attendance to the meeting and advised of fire escape procedure. Apologies were received and accepted from Cllr H Morris.</p>	
125/19	<p>TO RECEIVE DECLARATIONS OF INTEREST AND/OR CONSIDER THE GRANTING OF DISPENSATIONS</p> <p>None received</p>	
126/19	<p>TO CONFIRM THE MINUTES OF THE ORDINARY PARISH COUNCIL MEETING OF 9th SEPTEMBER 2019</p> <p>Cllrs unanimously resolved to agree the minutes of the Parish Council meeting dated 9th September 2019 as a correct record of that meeting. They were signed by the Chairman.</p>	
127/19	<p>TO CONSIDER CLERK'S REPORT AND NOTICES</p> <p>The following is an update of new or outstanding items which Cllrs considered and noted;</p> <p><u>Panto Dates</u> AVH have advised that use of the Committee Room and Parish Office will be required from 31st January 2020 to 9th February inclusive. Awaiting confirmation from Alderholt Drama Club.</p> <p><u>Winter Maintenance</u> Dorset Council have advised that the initial fill of the village grit bins will be taking place from 1st October 2019. This initial fill is free, if the grit bins require refilling during the winter season the Parish Council will need to fund this.</p> <p><u>Domain Renewal Reminder</u> - alderholtparishcouncil.co.uk automatically renews on Sunday 6 October 2019</p>	
128/19	<p>TO RECEIVE A WRITTEN REPORT FROM DORSET COUNCILLOR, DAVE TOOKE</p> <p>Cllr Tooke gave a report as detailed in Appendix A.</p>	
129/19	<p>PUBLIC OPEN FORUM</p>	

Chairman's initials
Date;



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	There were 3 members of the public present. No items were reported requiring action.																																																									
130/19	<p>FINANCE</p> <p>1. Cllrs unanimously agreed to sanction the following payments;</p> <p><u>PAYMENTS FOR SANCTION</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>HBF Print Production Design - Village Survey</td><td style="text-align: right;">148.82</td></tr> <tr><td>Assist IT Support 160919-151019</td><td style="text-align: right;">139.20</td></tr> <tr><td>Vision ICT Website hosting/support 12/2019-11/2021</td><td style="text-align: right;">240.00</td></tr> <tr><td>Bournemouth Water - Allotment Supply 260319-160819</td><td style="text-align: right;">78.50</td></tr> <tr><td>DAPTC New Cllr Induction 060719 HM/AS</td><td style="text-align: right;">80.00</td></tr> <tr><td>DAPTC Planning Training 250719 AS</td><td style="text-align: right;">65.00</td></tr> <tr><td>M Hooper - Allotment Deer Fencing Repairs</td><td style="text-align: right;">360.00</td></tr> <tr><td>Play Inspection Co - Annual Inspection</td><td style="text-align: right;">150.00</td></tr> <tr><td>A Hibberd Expenses - Best Kept Village & DAPTC Area Meeting</td><td style="text-align: right;">45.00</td></tr> <tr><td>Mr and Mrs Ryan - Refund of Greenhouse Deposit Plot 22</td><td style="text-align: right;">50.00</td></tr> <tr style="border-top: 1px solid black;"><td>TOTAL PAYMENTS FOR SANCTION</td><td style="text-align: right;">1356.52</td></tr> </table> <p><u>CREDITS</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Allotment Rents 2019/20 Payment 1</td><td style="text-align: right;">195.00</td></tr> <tr><td>Allotment Rents 2019/20 Payment 2</td><td style="text-align: right;">225.00</td></tr> <tr><td>Allotment Rents 2019/20 Payment 3</td><td style="text-align: right;">100.00</td></tr> <tr><td>Allotment Rents 2019/20 Payment 4</td><td style="text-align: right;">100.00</td></tr> <tr style="border-top: 1px solid black;"><td>Total of credits received to Co Op current account</td><td style="text-align: right;">620.00</td></tr> <tr><td>Subtotal of other account credits received</td><td style="text-align: right;">0.00</td></tr> <tr style="border-top: 1px solid black;"><td>TOTAL CREDITS RECEIVED</td><td style="text-align: right;">620.00</td></tr> </table> <p><u>DDR's</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Dorset Council - MUGA Weed spraying</td><td style="text-align: right;">64.76</td></tr> <tr style="border-top: 1px solid black;"><td>TOTAL DDR'S</td><td style="text-align: right;">64.76</td></tr> </table> <p><u>PAYMENTS MADE IN BETWEEN MEETINGS</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Dorset Council - Dog Warden Cover - 23hours</td><td style="text-align: right;">437.00</td></tr> <tr><td>PKF Littlejohn - External Audit year ending 310319</td><td style="text-align: right;">480.00</td></tr> <tr><td>Came & Co - Annual Insurance 011019-300920</td><td style="text-align: right;">2340.77</td></tr> <tr><td>Dorset Council - Payroll Services 2019/20 - DDR</td><td style="text-align: right;">360.00</td></tr> <tr style="border-top: 1px solid black;"><td>Total of Payments made between meetings</td><td style="text-align: right;">3617.77</td></tr> </table> <p><u>CASHPLUS DEBIT CARD</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Balance</td><td style="text-align: right;">378.44</td></tr> <tr style="border-top: 1px solid black;"><td>Total expenditure on Debit Card</td><td style="text-align: right;">378.44</td></tr> </table> <p><u>PETTY CASH</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Balance</td><td style="text-align: right;">51.12</td></tr> </table>	HBF Print Production Design - Village Survey	148.82	Assist IT Support 160919-151019	139.20	Vision ICT Website hosting/support 12/2019-11/2021	240.00	Bournemouth Water - Allotment Supply 260319-160819	78.50	DAPTC New Cllr Induction 060719 HM/AS	80.00	DAPTC Planning Training 250719 AS	65.00	M Hooper - Allotment Deer Fencing Repairs	360.00	Play Inspection Co - Annual Inspection	150.00	A Hibberd Expenses - Best Kept Village & DAPTC Area Meeting	45.00	Mr and Mrs Ryan - Refund of Greenhouse Deposit Plot 22	50.00	TOTAL PAYMENTS FOR SANCTION	1356.52	Allotment Rents 2019/20 Payment 1	195.00	Allotment Rents 2019/20 Payment 2	225.00	Allotment Rents 2019/20 Payment 3	100.00	Allotment Rents 2019/20 Payment 4	100.00	Total of credits received to Co Op current account	620.00	Subtotal of other account credits received	0.00	TOTAL CREDITS RECEIVED	620.00	Dorset Council - MUGA Weed spraying	64.76	TOTAL DDR'S	64.76	Dorset Council - Dog Warden Cover - 23hours	437.00	PKF Littlejohn - External Audit year ending 310319	480.00	Came & Co - Annual Insurance 011019-300920	2340.77	Dorset Council - Payroll Services 2019/20 - DDR	360.00	Total of Payments made between meetings	3617.77	Balance	378.44	Total expenditure on Debit Card	378.44	Balance	51.12	
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	<p>Credits 0.00 Miscellaneous receipted expenditure 7.86 Balance 43.26</p> <p>2. In the absence of the clerk, total cash book funds and reconciliation for October will be noted at the November meeting Noted</p> <p>3. Agreed that Cllr Logan will carry out next month's financial control checks and banking</p>	GL
131/19	<p>TO NOTE THE MINUTES OF PARISH COUNCIL COMMITTEES</p> <ul style="list-style-type: none"> • Planning Committee 16th September 2019 Noted • Local Plan Liaison Committee 16th September 2019 Noted 	
132/19	<p>TO CONSIDER REPORTS FROM COUNCIL REPRESENTATIVES AND EXTERNAL BODIES</p> <ul style="list-style-type: none"> • Minutes of ARA Meeting held on 10th September 2019 Noted • Cllr Hibberd report of attendance at Best Kept Village Presentation Evening on 1st October Noted • Cllr Stockley report of attendance at Operation Market Garden Commemoration on 2nd October by Wimborne Town Council Noted 	
133/19	<p>TO APPROVE THE CONCLUSION OF AUDIT FOR THE ANNUAL STATEMENT AND GOVERNANCE REVIEW</p> <ul style="list-style-type: none"> • Section 3 The Annual Governance Return has been completed by the external auditor and should be considered by members-no matters arising • The Notice of Conclusion of Audit along with the certified AGAR (Sections 1, 2 & 3) have been published on the Parish Council website <p>Cllrs unanimously acknowledged the conclusion of audit and that all relevant notifications have been published.</p> <p>Thanks were given to the clerk on completing the audit with no items for report.</p>	
134/19	<p>TO APPROVE THE 2019/20 INTERNAL AUDIT REVIEW IN RESPECT OF ENGAGING AN INTERNAL AUDITOR</p> <p>Cllrs unanimously agreed to the adoption of the Internal Audit Plan 2019/20 as detailed in Appendix B, including the continued appointment of Internal Auditor, Peter Walker.</p>	MH/KB
135/19	<p>TO CONSIDER SETTING UP A WORKING PARTY COMPRISED OF 4 COUNCILLORS TO CARRY OUT PREPARATORY WORK IN RESPECT OF A POSSIBLE NEIGHBOURHOOD PLAN</p> <p>After discussion, the following amendments to this agenda item were proposed and agreed;</p> <p>Amendment that the terms of reference of this Working Party</p>	



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	<p>should be defined prior to the first Meeting of the Working Party and agreed at the first meeting. Proposer; Cllr D Tooke Seconder; Cllr C English 6 in favour 1 abstention Motion Passed</p> <p>Amendment to add that the working party to provide a full written report back to the next Full Council meeting. Proposer; Cllr S Godsall Seconder; Cllr C English 7 in favour Motion Passed</p> <p>The following option was then formally proposed and voted upon;</p> <p>To set up a Working Party comprised of 4 councillors to carry out preparatory work in respect of a possible Neighbourhood Plan. The terms of reference of this working party should be defined prior to the first Meeting of the working party and agreed at the first meeting. The Working Party to provide a full written report back to the next Full Council meeting. Proposer; Cllr C English Seconder; Cllr S Godsall 5 in favour 2 abstention Motion Passed</p> <p>Councillors agreed that Cllrs English, Godsall, Hibberd and Logan carry out preparatory work in respect of a possible Neighbourhood Plan to include costs involved, grants available, impact on staffing and idea of potential timeline involved.</p>	CE/SG/AH/GL
136/19	<p>TO CONSIDER CORRESPONDENCE RECEIVED <u>Items for consideration</u></p> <ol style="list-style-type: none"> <u>1. Independent Review Into Local Government Audit</u> The remit of the review is to assess the arrangements in place to support the transparency and quality of local authority financial reporting and external audit including those introduced by the Local Audit and Accountability Act 2014 (the Act). Deadline for Responses 5pm on Friday 18 October, 2019. Cllrs agreed no comments to be made. Letter received from Metis Homes requesting a meeting to discuss Land at Pug's Plantation, Alderholt as a potential site 	



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	<p>to accommodate future housing in the local area. Cllrs unanimously agreed the following response to be sent to Metis Homes.</p> <p>This council is currently considering whether to pursue a Neighbourhood Plan, in which case we would speak to landowners/their representatives in a structured manner and will respond to your enquiry in due course.</p> <p>It was also agreed that this would be a standard reply and should be sent to any developers requesting similar meetings.</p> <p><u>Meetings and Invitations</u></p> <p>3. Invitation received from Wimborne Minster Town Council to Operation Market Garden Commemoration service at Wimborne Minster from 11am on Wednesday 2nd October 2019. Attended by Cllr Stockley</p> <p>4. Invitation received from Dorset Council to parish and town workshops across the County. The workshops are an opportunity for Dorset Council and the</p> <p>Dorset Parishes and Towns to discuss and develop how the relationship between Dorset Council, Dorset Town Councils and Dorset Parish Councils will be constructed.</p> <ul style="list-style-type: none"> • Workshop 2 – 7pm on Thursday 24 October at Durweston Village Hall, Church Road, Durweston, Blandford, Dorset, DT11 0QA Cllr Hibberd to attend <p>5. Invitation to members received from St James' Churchwardens and Parochial Church Council to the Remembrance Day Service at St. James' Church on Sunday 10th November. The Act of Remembrance begins at 10.55am around the war memorial. Cllrs to advise if they are able to attend.</p> <p>6. Invitation received from Verwood Town Mayor to Christmas Reception on Sunday 1st December from 1045am to 230pm. Cllr Stockley to attend.</p> <p>7. Dorset County Pension Fund Annual Employers Meeting due to take place on 14th November 2019. Invitations to be sent shortly. Cllr Smethers to attend.</p> <p>8. Great Dorset Steam Fair Liaison Group Meeting at GDSF offices at Tarrant Hinton on Wednesday 6th November. Cllr Tooke to attend. Traffic Concerns to be passed on to the GDSF organisers by Cllr Tooke.</p> <p><u>General Correspondence</u></p>	<p>KB</p> <p>AS</p> <p>AH</p> <p>All Cllrs</p> <p>AS</p> <p>MS</p> <p>DT</p>
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	<p>9. Notification received from Dorset Council to advise of ‘call for sites’ to identify sites that may have potential for development with regards to a new Dorset-wide Local Plan.</p> <p>10. DAPTC E-Newsletter No. 18 - September 2019</p> <p>11. NALC Chief Executive’s Bulletin</p> <p>12. LGPC Bulletin 188 - August 2019</p> <p>13. LGPC Bulletin 189 - September 2019</p> <p>14. Dorset Council News For Town and Parish Councils – 25th September 2019</p> <p>15. Dorset Council News For Town and Parish Councils – 3rd October 2019</p> <p>16. Dorset Council Survey re: Proposal to run a Community Lottery for Community Groups, Residents and Charities closed at 4pm on Sunday 13th October</p> <p>17. Press release received regarding Dorset Council’s recent Climate Emergency work progress. https://news.dorsetforyou.gov.uk/2019/09/17/climate-emergency-dorset-council-work-gains-momentum/</p> <p>18. Community SID Update – No 5</p> <p>19. Annual councillor’s satisfaction survey for Dorset Highways. Circulated to councillors for individual response. The deadline for survey responses is Friday 18th October 2019.</p> <p>20. Response received from Dorset Council to advise that their records have now been updated to show Alderholt now wishes to receive CIL payments.</p> <p>21. Email Received from Dorset Council regarding EU Exit preparations</p> <p>22. Email received from Dorset Council requesting notification of our position regarding Climate Change Emergency.</p>	
<p>137/19</p>	<p>EXCLUSION OF THE PRESS AND PUBLIC Public Bodies (Admission to Meetings) Act 1960 (as amended by the local Government Act 1972 s.100)</p> <p>Cllrs unanimously resolved that the press and public be excluded from the meeting for the following items of business pursuant to the above act on the grounds of the confidential nature of the business to be transacted.</p>	
<p>138/19</p>	<p>97 BUS FINANCIAL CONTRACT</p> <p>A confidential report was circulated. In order to sustain bus services Dorset Community Transport confirmed their general policy of having regular small increases. As the flat rate cash fare of £2 per trip has been in existence since January 2018, the proposal from the Joint Working Group is;</p> <p>That Alderholt Parish Council agrees that the cash flat fare per journey on the 97 Bus be increased by 50p from £2 to £2.50, as from 1st January 2020. Cllrs unanimously agreed that the cash flat</p>	<p>GL</p>



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	<p>fare should be increased as per the proposal.</p> <p>This proposal was considered by all 3 councils involved in the Joint Working Group (Alderholt, Cranborne and Edmondsham and Knowlton).</p> <p>This increase would not impact upon those who use their concessionary passes on the bus. It was agreed that the child's fares would remain unchanged (under 19yrs £1, under 7 yrs and accompanied No Charge).</p>	
139/19	<p>STAFFING MATTERS.</p> <p>A confidential discussion was held regarding Staffing Matters.</p>	

Appendix A

191014 Cranborne & Alderholt Ward Dorset Council Report for Alderholt Parish Council

Dorset Council Plan

Dorset Council has now published its Plan for the next four years, identifying both its ambitions and its challenges. Its priorities include Economic Growth, the unique Dorset environment, provision of suitable housing, and the health of both our communities and our residents.

This plan includes the determination to work collaboratively with Parish and Town Councils.

The full plan can be found at:

<https://news.dorsetforyou.gov.uk/wp-content/uploads/2019/10/Dorset-Councils-Plan-2019-v9-LORES.pdf>

Peer Review

The Council has undergone a Peer Review process, after being in existence for 6 months. This process involved a number of members from other Tier 1 Councils and advisory bodies visiting the Council and interviewing a number of Councillors and Officers in order to see how well the new Council was performing, and how well it was handling the transformation process from 6 Councils into 1 Unitary Authority.

At a meeting Friday the results were passed to members, and were generally very positive. The full report will be published shortly.

Speed Indicator Results

Dorset Council Highways are reporting that SID implementation is showing very good results. They evaluated the effectiveness of a recent installation at Wool, which showed that speeds reduced from an 85th Percentile speed of 36.7mph down to 31.7mph after one week, and the number of vehicles exceeding 35mph fell from 696 down to 219.



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Dorset Waste Partnership

Dorset Council is reviewing its pay scales for DWP Drivers following the revelation that currently the DWP rate is £9.03/hr – whilst the average starting rate from agencies for similar work is £10.67/hr. The low rate from DWP appears to be responsible for the lack of response for jobs advertised, and a consequent shortage of labour – giving knock on effects on the level of service.

Climate Change

Dorset Council's Low Carbon Dorset programme has been announced as a finalist in this year's national Green Energy Awards.

Appendix B

SCOPE OF INTERNAL AUDIT

When carrying out the internal audit, the auditor shall refer to the following documentation;

1. Governance and Accountability for Local Councils - a practitioner's guide 2014 England
2. Financial regulations adopted by Alderholt Parish Council
3. Alderholt Parish Council Risk Management Plan to ensure control procedures are being followed.
4. Documentation as per attached list.

INDEPENDANCE

1. The internal auditor should report to the RFO unless he/she considers it necessary to report directly to the Council (for example in the case of fraud) in which case this shall be done through liaison with the Chairman of the Council.
2. The internal auditor shall have no role in the financial or decision-making process of the Council
3. The audit may be reported on a negative basis i.e. only those items which require amendment or improvement be mentioned. But where the auditor finds that no matters have arisen from the audit which necessitates bringing to the attention of members, then the report should reflect this.

COMPETENCE

The Council must be confident that the internal auditor is competent to carry out the work. No formal qualifications are required but the following should be sought as a minimum;

1. An Understanding of basic accounting processes

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2. An Understanding of the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management
3. Awareness of risk management issues
4. Understanding of accounting requirements of the legal framework and powers of local councils.
5. If possible, experience of auditing other local Councils.

RELATIONSHIPS

1. Responsibilities for officers and internal audit should be defined in relation to risk management, internal control and fraud and corruption matters. These will be set out in documents such as job descriptions and auditors engagement letter.
2. Council members should be clear on their own responsibilities for the “protection of the public purse” within the internal audit framework.
3. Alderholt Parish Council members have a duty to consider the annual internal audit report and will do so at the meeting following receipt of the report and will demonstrate that by inclusion in the minutes.
4. Alderholt Parish Council Finance Committee will make provision in the budget to provide Councillor training where necessary to ensure all members fully understand their role regarding points 2 and 3.

AUDIT PLANNING AND REPORTING

The Alderholt Parish Council Audit Plan takes into account the corporate risk ie. controls and procedures within the council which minimise the risk of the council not being able to function or carry out what it sets out to do

Alderholt Parish Council members shall review its Risk Management Plan on an annual basis and will demonstrate this by inclusion in the minutes

Alderholt Parish Council members will approve the Audit Plan annually and will demonstrate this by inclusion in the minutes

The Internal auditor will report in writing in accordance with the plan.

Documentation Required for Annual Internal Audit

1. Copy of Internal Audit Plan
2. Copy of standing Orders
3. Copy of Financial Regulations
4. Copy of Risk Management Plan
5. Parish Council Minutes including Annual Budget Statement
6. Cashbook
7. Invoice and payment Authorisations

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8. Bank Statements
9. Cheque book counterfoils
10. Receipts and Payments and supporting statement
11. Bank reconciliation
12. ~~Details of s 137 payments~~ No longer applicable due to adoption of General Power of Competence
13. Annual return
14. Records of Precept notification and receipts
15. Details of VAT reclaimed
16. Salary details including PAYE and pension returns
17. Asset Register
18. Insurance Documents
19. Petty cash records

APC Internal audit-review of effectiveness 19/20

Expected Standard	Achieved	Areas for development and actions
Scope of internal audit	✓	
Independence	✓	
Competence	✓	
Relationships	✓	
Audit Planning and reporting	Interim audit to be carried out 6mthly End of year Audit to be carried out between April and June in line with Annual Return 2018/19 Internal Audit 2018/19 Annual Statement and Governance Review	No action Required No action Required
Any other areas noted for review	Noting only; Refer to 2016 audit advice if Pavilion Project restarts	

Recommendation to continue the appointment of Peter Walker as the Internal Auditor for Alderholt Parish Council for the financial year 2019/2020.



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Meeting ended 8.55pm

Minutes Approved;

Chairman's Signature;

Date;

Chairman's initials
Date;