

HORSPATH PARISH COUNCIL
Minutes of the Parish Council Meeting held at Horspath Village Hall
on 14th June 2023 at 9.30pm.

Present: Mrs B Oakley (Chairman), Mr D Burgess, Mrs P Cook, Mr L Coolman, Mr I Harris, Mr B Igoe, Mr P O'Brien, Mr E Parker, Mrs H Kogel (Clerk).

Apologies Mrs C Riley

Absent:

Public: 0

138/23 APOLOGIES FOR ABSENCE.

Apologies were made on behalf of Mrs Riley.

139/23 INTERNAL AUDIT REPORT 2022/2023.

The Clerk circulated the internal audit report carried out by Lisa Wilkinson to all Councillors. The following points were raised:-

Item 1.2 – Book Keeping – Mrs Wilkinson has recommended an accounting package called “Scribe” which is designed for use by Parish Councils. The Clerk will obtain more information.

Item 1.5 – Book Keeping - As recommended by Mrs Wilkinson, the Clerk will add “all payments were approved and authorised by Cllr.....” to all Minutes.

Item 2.3 – Due Process – HPC is in the process of setting up and adopting all necessary policies, including Equal Opportunities Policy.

Item 2.11 – Due Process – Legal powers will be recorded in the Minutes.

Item 2.12 – Due Process – Terms of reference will be drawn up for the HR Committee.

Item 3.2 – Risk Management – Financial Regulations, Standing Orders and Internal Audit will be added to the HPC’s Risk Assessment.

Item 3.5 – Risk Management – The Clerk will ensure that a review of effectiveness of internal control is carried out in 2023.

Item 3.7 – Risk Management – The Clerk will ensure that bank balances are presented to HPC at each meeting.

Item 3.8 – Risk Management – The Clerk will ensure that S137 is added to relevant payments and shown on the Minutes.

Item 4.1 & 4.2 – Budget – HPC will ensure that a budget is prepared for 2023/24.

Item 6.5 – Payroll – Other – Disciplinary, Grievance & Complaints procedures are in place and will be displayed on HPC’s website.

Item 9.3 – Year End Procedures – The Clerk will ensure that the name of the Councillor who authorizes the payments is minuted.

Item 12.5 – Burial Authorities – The Clerk will check with the Burial Ground Manager that an official register and location plan is in place, and will look into Certificates of Exclusive Rights to be issued to the next of kin.

Item 15.1 – Accessibility/Transparency – The Clerk will publish HPC’s asset register on the website. All documents uploaded onto the website are Pdf files.

Item 16.1 – Freedom of Information/GDPR – HPC registered with the ICO in June 2023.

Item 16.2 – Freedom of Information/GDPR – HPC is seeking professional advice on GDPR and when policies are finalised they will be uploaded onto HPC’s website.

140/23 DATE OF NEXT MEETINGS.

Parish Council Planning Meeting – Tuesday 20th June 2023 (To be confirmed).
Horspath Parish Council Meeting – Tuesday 4th July 2023.

Signed.....

Date.....