

MINUTES OF THE AUDIT COMMITTEE HELD
ON WEDNESDAY 24TH APRIL 2024 – 10.00am

Present:- Cllr S Smith (Chair), Cllr J Wells

In Attendance :- R Nunn (Clerk), Helen Brown (admin Assistant) and Steve Nicholls (Events Centre Manager)

29. Apologies for Absence

Cllr J Bend

30. Events Centre – Monitoring

It was agreed that Members a full report be submitted to the next Audit Committee Meeting with a full breakdown to include costings and stock check.

Members requested that all reports for future meeting be provided before the meetings.

Action Steve Nicholls

31. Financial Process

The Clerk reminded members that we are now at the Year End, and processes are under way for the completion of accounts for the internal/external audits. Cllr Smith is to undertake a financial process check – a date and time are to be convened.

32. Any Other Business

For the next Agenda members would like to Maintenance hours/schedule to be discussed and reviewed.

Cllrs asked if the Heritage & Wellbeing Centre can be audited by the committee.

The Clerk explained that financial aspects can be audited by the Parish Council Audit Committee but the overall responsibility will be the Trustees & Secretary/Treasurer of the Management Committee.

All to note

Meeting closed 10.15am

Signed(Chairman) Date