



- 8. Proposal to accept the quote for the Grange Hall lights-** 1 quote has been received as yet, 1 contractor has visited and the other is coming later in the week
- 9. Proposal to accept responsibilities and finances for the Remembrance day events- Defer until Insurance details are obtained**

Parish Council will look into insurance for the event in 2023 and onwards and the running of the event. Parish Council to locate the lamppost poppies and silhouette to be put up for Remembrance day. Volunteers are required to help on the day

**10. Reports from Working Groups: a) Audit**

**Councillors' Audit – 29th September 2022**

**Auditors: Gillian Dunn, Phil Thomas**

**Staff Interviewed: Sally Horn**

**Introduction**

It had been brought to the attention of members of the Audit Committee that an error had been identified in an invoice (no. 11304, issued on 16/06/2022) which resulted in an incorrect amount of VAT being added to the invoice.

The concern was raised that if other similar errors were being made it would have a significant impact on our quarterly reporting and payment of VAT funds.

The auditors were aware that during the period of May-July 2022 there were staff changes and it was felt important to check that systemic errors in the invoicing process were not being made during this period.

An earlier audit in April/May 2022 had identified errors in the accuracy of invoicing, specifically agreement between the booking form and the resulting invoice.

**Summary of Audit**

The audit members were provided with summary sheets from the accounting records showing line-item detail for invoices raised for the period of May-June 2022.

It was confirmed that the specific record for invoice no. 11304 showed in the summary sheet that an incorrect 'subtotal' calculation had been carried out on the invoice which resulted in the error in the VAT calculation.

A total of a further 77 invoice summaries were reviewed in the records presented and no further errors of this nature were identified.

It is concluded therefore that there had not been a series of systemic errors made during this period.

**Recommendation**

It was reassuring that the error in the invoice had been picked up by staff, albeit after the issue of the invoice. Previous audit observations had indicated that the procedure being used is quite complex, as a result of the different cost components offered to hirers and the various discounts available.

It is strongly recommended that while new staff are being trained and becoming experienced in the raising of the invoices, a process of checking invoices by a second staff member is put in place.

This will be reviewed by the Audit Committee in December 2022.

**b) PR- none**

**c) IT – Cllr Rhodes offered to lead the working group and call a meeting to put together IT proposals**

**d) Health and Safety-** there is ongoing staff training, Clerk to make a quarterly report of accidents and near misses for the committee

**11. Correspondence-** Trent first responders have sent a letter of complaint to the Parish Council, regarding their presence at the Village Show

Committee discussed the letter and the issue and agreed to;

**Proposal to send a letter of apology to the First responders and to Pay the £350 fee as requested**

**Proposed Cllr Dunn**

**Seconded Cllr McLeod**

**Unanimous**

**APPROVED**

*The chairman to move that the press and public be excluded from the meeting during consideration of item 14 and on the grounds that they involve the likely disclosure of exempt information as defined in section 1 (2) of the Public Bodies (Admissions to meetings) Act 1960*

**12. Proposal to approve Minutes of the Personnel sub-committee held on 26.09.22**

**Proposed Cllr Dunn**

**Seconded Cllr McLeod**

**Unanimous**

**APPROVED**

**13. Proposal to accept the Proposals in the Minutes from the Personnel sub-committee**

Items were individually noted and approved with item 1 being noted that this was not to be pensionable

**Proposed Cllr Dunn**

**Seconded Cllr Tomlinson**

**Unanimous**

**APPROVED**

**14. Date of next Meeting Tuesday 1<sup>st</sup> November at 7pm 2022**

**Meeting closed at 9pm**

**I declare that the above is a true record of the meeting**

**Signed**

**Date**

**Chair**

**Finance and General Purposes**