COMBE MARTIN PARISH COUNCIL

To: All members of the Audit Committee

You are hereby summoned to a meeting of the Audit Committee to be held in the Clerk’s Office at Seacott, Cross Street, on Tuesday, 26 January, 2016 at 6.30pm.

Michelle Beaumont

Parish Clerk

##### AGENDA

1. To appoint a committee Chairman.
2. Apologies for absence.

3 Declarations of Interest.

4 To note the terms of reference for this Committee, as set out below:

**Extract from Standing Orders**

36.10 AUDIT COMMITTEE

36.10.1 The Audit Committee shall meet as and when required, but at least quarterly.

36.10.2 To carry out the internal audit of this Council, including financial matters and insurance, to ensure that this Council meets its statutory duties regarding audit within the timescales.

36.10.3 To recommend for adoption, to amend and review any of this Council's policies which are not within the remit of any other committee.

36.10.4 To deal with any issues, including those raised by the Internal and External Auditors, which relate to finance and risks and are not within the remit of any other committee.

5 Financial audit

To carry out spot checks on:

a car park takings

b payments and invoices.

6 To consider any items raised by the Internal and External Auditors for the year ended 31 March, 2015.

Extract of audit report to follow.

7 To consider completing and adopting a Separation of Duties Matrix (model attached).

8 To review the following policies/risk assessments (all attached):

8.1 Financial Risk Assessments

8.2 Safeguarding policy

8.3 Anti-fraud and corruption policy

8.4 Investment strategy

8.5 Statement of Internal Control

8.6 Internal Audit Review