



# Castlethorpe Parish Council

Minutes of a Parish Council Extraordinary Meeting held on  
Wednesday 27<sup>th</sup> June 2019 at 7.00 p.m. in the Village Hall

**PRESENT: Councillors Forgham, Stacey, Merritt, Markham and Ayles and the Clerk**

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|------|---|---------------|
| 1    | <b>APOLOGIES FOR ABSENCE</b>  | <b>ACTION</b> |
| 1.1  | Cllr Hinds reason alternate engagement, Cllr Keane reason holiday - accepted..  |               |
| 2    | <b>DECLARATIONS OF INTEREST</b>   |               |
| 2.1. | None  |               |
| 3    | <b>TO CONSIDER RESOLUTIONS</b>  |               |
| 3.1. | The annual accounts for 2017/18 had been circulated prior to meeting and were proposed by Cllr Sawbridge, seconded by Cllr Merritt and approved unanimously. They were signed by the Chair..  |               |
| 3.2. | The report by the internal auditor (see Appendix A1) was circulated at the meeting and scrutinised. Clerk to ensure that all invoices contain a company registration number or if not a limited company a unique tax reference and perform a check on VAT registration for those payees charging the tax. |               |

There being no further business the meeting finished at 7.20 pm

## **APPENDIX A1 INTERNAL AUDIT REPORT – CASTLETHORPE PARISH COUNCIL**

Audit undertaken 26th June 2019

### 1. Objectives and Scope of the Audit

To review the processes and procedures of Castlethorpe Parish Council in relation to the financial statements for the year ended 31<sup>st</sup> March 2019. The audit was based on a review of a sample of items appearing in the Cash Book.

### 2. Overall Opinion

There is a generally sound system of controls designed to meet the organisation's objectives. Most systems were sound and being followed with only two exception:

- 2.1 Five instances were found where contractors were used without establishing their employment status. This could result in CPC paying money to individuals who are not registered for tax.
- 2.2 One instance was found of an invoice from a limited company without a company registration or VAT number. It is a legal requirement for limited companies to quote their company registration numbers on invoices and for VAT registered companies to quote their VAT registration numbers.

### 3. Recommendations

- 3.1 All traders who undertake work for CPC should be registered for tax. If the work is not undertaken by a limited company (the invoice bearing a company registration number), the trader's Unique Tax Reference (UTR) should be obtained and checked with HMRC. Employment of unregistered traders could result in CPC being complicit in tax evasion. It is recommended that the Clerk should obtain the UTR prior to paying the invoice
- 3.2 Invoices received which have VAT added should be checked to ensure that a valid VAT registration number is displayed. If a VAT number is not displayed then the company/trader should be contacted in order to obtain the number. If the number is not obtainable then the net amount only should be paid. Limited companies who do not display their company registration number should be contacted prior to payment.

### 4. Conclusion

Overall the accounts are recorded accurately, expenditure is monitored well and authorities for expenditure complied with. VAT numbers, where displayed, are checked for validity and the Clerk has made every effort to obtain UTR numbers where applicable

I should like to, once again, record my thanks to the Clerk for ensuring that all questions were answered and all information requested was made available promptly.

Jayn Oliff

27/6/19