

HARTLEBURY PARISH COUNCIL

INTERMEDIATE AUDIT 2015-16

- a) Copies of Financial Regulations, Standing Orders and Code of Conduct currently in use by the Council.**
- b) Minutes showing the adoption of Financial Regulations (February 2016) and Standing Orders (May 2014).**
- c) No evidence of formal adoption of Code of Conduct but the latest (October 2013) model document was circulated to all newly elected councillors in May 2015 and is accepted by them as a working document.**
- d) Printout of HMRC documents showing the Council's Employer PAYE Reference.**
- e) Financial Regulations were adopted in February 2016 (see minutes in paragraph b); Standing Orders were not reviewed this year but were sent to all newly elected councillors in May 2015 and previously noted at the PC meeting of 6th May 2014, item 6.**
- f) N/A.**
- g) No Section 137 payments were made this year.**
- h) A section 137 payment was approved in February 2014; it was, however, not followed up correctly as required by section 137a; this has been brought to our attention by Grant Thornton following its audit of our 2014-15 Return. The minutes where the payment was approved are attached.**
- i) Number of electors is 2,178.**
- j) The only payment to any councillor was a Chairman's Allowance of £250.**