

LUXULYAN PARISH COUNCIL

Clerk to the Council: Mrs C Wilson

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Audit Panel – Terms of Reference

1. MEMBERSHIP

- 1.1. Will consist of a maximum of four Councillors. Non-parish-councillors may not be members.
- 1.2. The Clerk as Responsible Financial Officer is an ex officio non-voting member of the Panel.
- 1.3. Membership of the Panel is established at the Annual Parish Council Meeting or at a full Council meeting should vacancies occur.
- 1.4. The Chairman of the Panel shall be appointed at the Annual Parish Council Meeting by full council. The Chairman of the Council may not be the Chairman of the Panel.
- 1.5. At least one member must not be a bank signatory and will be designated to carry out the Internal Control Checks. This member, the Internal Control Check, will be appointed by full council at the Annual Parish Council meeting each year or, should the post become vacant during the financial year, at a normal meeting by full council.

2. QUORUM

- 2.1. A quorum will be three members.
- 2.2. The Panel may convene with only one or two members to carry out the Internal Control Check.

3. MEETINGS:

- 3.1. The Panel will meet quarterly in April, July, October and January. Other meetings may be called from time to time if needed.
- 3.2. Meetings will be in private due to the confidential nature of business.
- 3.3. The Clerk/Responsible Financial Officer will be responsible for the Agenda. Minutes need not be taken. Notes may be taken at the request of the Chair of the Audit Panel.

4. CONFIDENTIALITY

- 4.1. All members must preserve confidentiality of the matters pertaining to the business of the Panel.

5. DELEGATED POWERS:

- 5.1. The Panel will have no delegated powers.
- 5.2. The Panel's responsibilities are agreed by full council in these Terms of Reference and defined in Section 6.

6. RESPONSIBILITIES

6.1. The Panel's primary purpose is to monitor the council's finances.

The Panel will:

- 6.2. Carry out quarterly Internal Control Checks. This check will be done by the Internal Control Check, who will monitor all payments, ensure there are no unauthorised payments, and will fill in and sign an Internal Control form each quarter and include any appropriate comments.
- 6.3. Make a recommendation in October to full council for Budget and Precept.
- 6.4. Review the insurance annually and make any recommendations for changes to the full council. It is convenient this is done in July because the insurance is renewed each September.
- 6.5. Review the council's Financial Regulations annually and forward any recommendations to full council for their consideration.
- 6.6. Discuss other financial issues that may arise from time to time in order to report to full council or to make recommendations for action.

Approved by Luxulyan Parish Council at full council.

Date: 14 August 2025

Minute: 25/63 D

Signed: M Linfoot
Chair of Luxulyan Parish Council