

# Ashwick Parish Council

**MEETING Date: ...Wednesday 12<sup>th</sup> October**

<p><b>Agenda Item:</b> Insert wording to appear on the agenda. Remember to make it clear what you are asking your fellow Councillors to do. "To consider..." " To note..." "To review..." "To resolve..."</p>	<p>Acceptance of quotes and proposal to appoint the Internal Auditor for this financial year</p>
<p><b>Background Information:</b> Insert as much information as possible so that councillors have the detail that they need in order to make an informed decisions</p>	<p>Parish Councils are required to appoint an Internal Auditor every year to audit the governance of the Parish Council and the accounts. Last year's Internal Auditor was Probusiness at a cost of £234.00 including VAT</p>
<p><b>Background Documents:</b> Insert names of documents to be sent out with the meeting papers.</p>	
<p><b>Costs:</b> Insert detail of any costs associated with the decision that you are asking the council to make</p>	<p>Parish Councils are required to obtain three quotes for any work that is required to be carried out.</p> <p>Company A - £210 + VAT = £252.00 Company B - £150, no VAT Company C - £160, no VAT Company D - £60 + VAT per hour, suggested it would take 2 – 3 hours totalling £216 including VAT and they would like two visits</p>
<p><b>Recommendation</b> Insert the resolution that you are seeking ie; "to resolve to..." "to note that ..."</p>	<p>The recommendation is Company C as they have been an internal auditor for many years and understand how Councils are run, they have also been recommended by other Clerks.</p>

## PLEASE NOTE

Agenda item requests must be received by the Clerk at least 10 days before the meeting at which you'd like your item to be considered.