Aylesford Parish Council

Finance Advisory Sub Committee

Minutes of the Meeting held in the Aylesford Parish Council Offices, on Tuesday 7 October 2025

Present: Councillor Mrs Eves (Chair) and Councillors, Miss Anderson, Balcombe, Mrs Gadd, Gledhill, Netzel, Rillie, Sharp, Shelley, Smith and Mrs Waters.
Melanie Randall (Clerk of the Council)

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1. Apologies for Absence

Apologies for Absence from Councillors Mrs Birkbeck, Fuller, Ludlow, Ms Oyewusi and Sullivan were received, and the reasons for absence agreed. It was also agreed to extend the apologies of Councillor Hammond to the 9th December 2025 due to ill health.

2. Declarations of Interest

There were no declarations of interest additional to those contained in the Register of Members Interests.

3. Minutes of the last meeting held on 2 September 2025

It was **Resolved** that the Minutes of the meeting held on 2 September 2025 be approved as a correct record and signed.

4. Any Matters Arising from the last Minutes

There were no Matters Arising.

5. S:137 Donation Requests

There were no requests.

6. Grant Requests

There were no requests.

7. External Auditor Report

The Clerk explained that the External Auditor (Mazars) report had not raised any concerns or other matters, therefore Mazars are satisfied that the Annual Governance and Accountability Return is in accordance with proper practices.
They did raise a Minor Scope for Improvement within their letter which does not form part of the official audit comments, which was regarding objective K on the Internal Audit Report – was ticked incorrectly. Objective K reads 'if the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt (if the authority had a limited assurance review of its 2023/24 AGAR tick "not covered". The options are Yes, No or Not Covered, the Internal Auditor ticked 'No' but Mazars advised the box should have been ticked 'Not Covered' and in the future the Council should ensure the annual return is accurate and complete.

Action: the Clerk will raise this with the Internal Auditor and will check they have completed the Internal Audit Report accurately.

The Chair on behalf of all Councillors, expressed thanks to the Clerk for her hard work and dedication throughout the year which contributed to the Council achieving a clean audit.

8. Any Other Correspondence

The Clerk reported that the first audit of 2025/26 is scheduled to take place on Friday 10th October 2025.

The Clerk reported that Metro Bank will now charge the Council £3 per month from December 2025 for their current account.

9. Duration of Meeting
8:23pm to 8:35pm.