



# SHIFNAL TOWN COUNCIL

## A G E N D A

31<sup>st</sup> May 2023

### TO ALL INTERNAL AUDIT COMMITTEE MEMBERS OF SHIFNAL TOWN COUNCIL

**YOU ARE HEREBY SUMMONED** to attend the Internal Audit Committee meeting of the Town Council to be held on Tuesday 6<sup>th</sup> June 2023 at 4.00 pm at Shifnal Community Hub, Tudor Way, Shifnal TF11 8DJ.

Yours faithfully

Denise Reynolds  
Town Clerk  
SHIFNAL TOWN COUNCIL.

### NOTE TO THE PUBLIC:

Members of the public and press are most welcome to attend meetings of Shifnal Town Council. To ensure that meetings do not become prolonged, Standing Orders provide that members of the public are permitted to make representations, raise and answer questions and give evidence **only in respect of any item of business included in the agendas** during this public session which covers all meetings held on this date. However, public participation must be confined to this section of the meeting only.

The period of time which is designated for public participation in accordance with Standing Orders shall not exceed 15 minutes. Each member of the public is entitled to **speak once only in respect of business itemised on the agendas** and shall not speak for more than 3 minutes. A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking.

A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate although the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to the Town Clerk for an oral response.

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Office Hours 10am – 1pm (Monday to Friday)

Tel: 01952 461420  
E-mail: [info@shifnaltowncouncil.gov.uk](mailto:info@shifnaltowncouncil.gov.uk)  
[www.shifnaltowncouncil.gov.uk](http://www.shifnaltowncouncil.gov.uk)



Shifnal Community Hub  
Tudor Way  
Shifnal  
Shropshire  
TF11 8DJ

- NB:**
1. Standing Orders are available on the Council's website, or on request from the Town Clerk or Council Office and are subject to periodic review, taking advice from the National Association of Local Councils;
  2. Temporary exclusion of the public and press may be necessary at any meeting to discuss matters of a special and/or confidential nature;
  3. **Due to limited seating capacity (10 seats), please contact the Council to book your place. Email address [info@shifnaltowncouncil.gov.uk](mailto:info@shifnaltowncouncil.gov.uk) or telephone 01952 461420.**

**IA032/23 Fire Safety Announcement**

**IA033/23 Public Session**

**IA034/23 Apologies received from Councillors**

**IA035/23 Declaration of Members' Interest**

To receive declarations and requests for dispensations about any items under consideration on this agenda in accordance with the Localism Act 2011, the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and Shifnal Town Council Code of Conduct. Declarations may be of a pecuniary or non-pecuniary nature.

Members are reminded that subject to provisions of the current Code of Conduct that they are required to;

**not** speak, participate in the discussion or voting on the matter and leave the room in the event of a declaration of pecuniary interest and

**not** speak (unless in the public session if applicable), participate in the discussion or voting on the matter and leave the room in the event of a non-pecuniary interest.

**IA036/23 To CONSIDER grant applications for recommendation in line with grant funding policy.**

**IA037/23 To CONSIDER the following policies for recommendation to Full Council:-**

- i) Draft Business Continuity Management Policy (attached).
- ii) Draft Health and Safety Policy (attached).

**IA038/23 To CONSIDER vehicle insurance renewal for recommendation to Full Council for 2023-2024 (attached).**

**IA039/23 To CONSIDER a report from JDH Business Services for the Internal Audit completion for 2022-2023 (attached).**

- IA040/23**      **To CONSIDER the year end documents for recommendations to Full Council for financial year 2022-2023:-**
- i)      Final Annual Bank Reconciliation to 31<sup>st</sup> March 2023 (attached).
  - ii)      Final Budget Review to 31<sup>st</sup> March 2023 (attached).
  - iii)      Annual Statement of Accounts to 31<sup>st</sup> March 2023 (attached).
  - iv)      Balance Sheet to 31<sup>st</sup> March 2023 (attached).
  - v)      Fixed Assets Report (attached).
  - vi)      Annual Governance and Accounts Return to 31<sup>st</sup> March 2023 (attached).
  - vii)      Variance Report (attached).
  - viii)      Exercise of Electors Rights Notice including draft dates (attached)
  - ix)      Reserves and Investments Strategy and Annual Review Statement (attached).
- IA041/23**      **To CONSIDER the renewal of the Council DBS enhance certificates**
- IA042/23**      **To review and update outstanding actions from previous committee meeting (attached).**
- IA043/23**      **Date for future meeting**

**Circulation:-**

**Committee:**      Cllr T. Tarran, Cllr E. Moore, Cllr K. Booker, Cllr T. Clayton, Cllr J. Moore, Denise Reynolds

**For Information:**

**Councillors:**      Cllr R. Cox, Cllr E. Bird, Cllr J. Coulson, Cllr J. Horne, Cllr L. Jenks, Cllr D. Marriott, Cllr G. Tonkinson, Cllr Z. Turner, Cllr P. Williamson

**Officers:**      D. Gough, Community Project Officer

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