



SHIFNAL TOWN COUNCIL

A G E N D A

29th September 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 Thursday 5th October 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.

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

Tel: 01952 461420
E-mail: info@shifnaltowncouncil.gov.uk
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 or telephone 01952 461420.**

IA256/23 Fire Safety Announcement

IA257/23 Public Session

IA258/23 Apologies received from Councillors

IA259/23 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.

IA260/23 Minutes of Previous Meetings

- i) To CONFIRM the Minutes of the Internal Audit Committee Meeting held on 6th June 2023 with Chairman signature (attached).

IA261/23 To CONSIDER grant applications for recommendation in line with grant funding policy.

IA262/23 To CONSIDER the following policies for recommendation to Full Council:-

- i) Business Continuity Management Plan – addition of policy amendment in the event of an unexpected leave of absence of the Town Clerk/RFO. This may be informed by or have impacts on the financial regulations, standing orders and banking mandates of the Council. (attached)

IA263/23 To CONSIDER Internal Auditors for 2024-2025 (attached).

The following organisations were contacted by email or website submissions on 25th September 2023. Appointments should be agreed by Council prior to 1st April 2024.

Name	Value	Notes
Auditing Solutions Ltd		Declined to Quote
IAC Town And Parish Auditors		Awaiting response from website
Internal Audit Yorkshire		Committed to Quote, Not yet received – Proposal info sent
Account-Ant Yorkshire Ltd	£1080	See attached documentation
DKE Audit Services		Declined to Quote
H Dubois		Awaiting Response from email
Phil Parkin Ltd		Declined to Quote
Black Rose Solutions	£500 fixed fee	See attached documentation
Toplis Associates Ltd		Unavailable both email and website
Town and Parish Council Audit Services		Awaiting response from email
JDH Business Services		Awaiting response from email

IA264/23 To CONSIDER Quarterly Budget Review to 30/06/2023 (attached)

IA265/23 To CONSIDER Quarterly Bank Reconciliation to 30/06/2023 (attached)

IA266/23 To NOTE the Neighbourhood Fund (CIL) Tracker to 27th September 2023. (attached)

IA267/23 To NOTE that the Street Lighting Energy contract has not been reviewed to date and agree a recommendation to Council for the remaining two quarters of this financial year.

This is due to

- the lack of an up to date inventory of stock impacted by the ongoing upgrades of street lights by contractor,
- advice obtained from the Shropshire Clerks Network that Shropshire Council Joint Energy Agreement is the most cost-effective choice in the current economic climate,
- The communication from Shropshire Council at the beginning of this annual Joint Energy Agreement confirming the commitment to supply for a twelve-month period. Break clause requiring three months' notice. (attached)

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- IA268/23** To AGREE a suitable date for the sample testing of financial documents to be carried out by two members of the committee.
- IA269/23** To NOTE that the budget forecasting process for financial year 2024/25 has been instigated by the RFO and Finance Assistant along with the 2nd quarter documents for financial year 2023/24 and will be presented to the next meeting of the Internal Audit Advisory Committee.
- IA270/23** To NOTE that the Administration Officer is the lead on maintaining the contracts schedule and signposting reviews accordingly.
- To Note some issues have been highlighted with promptly addressing the reviews at committees due to the new meeting schedule and officer leave impacting on agenda provisions. Although the system of review and contract maintenance is developing rapidly, officers are working through these highlighted issues to ensure further improvement in this matter.
- IA271/23** To review and update outstanding actions from previous committee meeting (attached).
- IA272/23** Date for future meeting
- Scheduled for 30th November 2023

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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