



## SHIFNAL TOWN COUNCIL

**Minutes of the Internal Audit Committee Meeting**  
**Held on Tuesday 6<sup>th</sup> June 2023, commencing at 4.00 pm**  
**At Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ.**

**Present:** Councillors: T. Tarran (Chairman), E. Moore, T. Clayton,

**In attendance:** D Reynolds (Town Clerk)

**IA032/23 Fire Safety Announcement**

Cllr T. Tarran provided a fire safety announcement.

**IA033/23 Public Session**

None

**IA034/23 Apologies received from Councillors**

Apologies were received from Cllr K. Booker – Annual Leave  
Cllr J. Moore - Personal

**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.

Pecuniary Interests – None

Non-Pecuniary Interests – None

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

This agenda item to be considered throughout the year on receipt of grant funding applications to progress to the next relevant Council meeting in line with the grant funding policy. APPROVED  
None received at this time. NOTED

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

i) Draft Business Continuity Management Policy.

The draft business continuity management policy was reviewed by members. Policy dates and page numbers were to be rationalised, names to be entered where required into the final policy. Hard copies of the final policy to be retained by the Mayor and Deputy Mayor in case of extreme emergency in addition to the digital and hard copies at the Community Hub and Old Fire Station.

Members agreed to recommend to Council the adoption of the draft policy subject to the above amendments. APPROVED

ii) Draft Health and Safety Policy.

The draft health and safety policy was reviewed by members. Page numbers were to be rationalised.

Members agreed to recommend to Council the adoption of the draft policy subject to the above amendments. APPROVED

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

Members considered the vehicle insurance renewal proposal from James Hallam Insurance Brokers.

Members agreed to recommend to Council the acceptance of the renewal proposal as presented in the amount of £574.92. This would be in line with the requirement of Financial Regulations for competitive quotations as this had been evidenced by the broker. (Insurance budget line, LGA 1972 s.111)

Members NOTED an additional insurance broker that Cllr Tarran had sourced. As they specialised in public sector insurance cover members agreed to look for a suitable quotation in time for the annual renewal due in May 2024. ACTION

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

Members considered the final report from the Internal Auditor for the financial year 2022/23.

The Town Clerk was requested to add Council and Committee comments to the version to be submitted to Council. ACTION

Members agreed to recommend to Council the acceptance of the Final Auditor report subject to the insertions above. APPROVED

**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.

Members agreed to recommend to Council the acceptance of the final annual bank reconciliation to 31<sup>st</sup> March 2023. APPROVED

ii) Final Budget Review to 31<sup>st</sup> March 2023.

Members agreed to recommend to Council the acceptance of the final budget review to 31<sup>st</sup> March 2023. APPROVED

iii) Annual Statement of Accounts to 31<sup>st</sup> March 2023.

Members agreed to recommend to Council the acceptance of the annual statement of accounts to 31<sup>st</sup> March 2023. APPROVED

iv) Balance Sheet to 31<sup>st</sup> March 2023.

Members NOTED that the Christmas Lights Donation earmarked reserves should be spent during 2023/24.

The Community Hub earmarked reserves to be highlighted to the Estate Committee for potential project funding at the earliest opportunity. ACTION

Members agreed to recommend to Council the acceptance of the balance sheet to 31<sup>st</sup> March 2023. APPROVED

v) Fixed Assets Report.

Members considered the fixed assets report and highlighted various items for further explanation from the Town Clerk.

Members agreed to recommend to Council the acceptance of the fixed asset report to 31<sup>st</sup> March 2023.

Members requested the Town Clerk to look to revalue the revitalisation equipment and the market canopy covers as one figure, identify any disposals with effect from 1<sup>st</sup> April 2023 and bring back to the next committee meeting for recommendation to Council. ACTION

vi) Annual Governance and Accounts Return to 31<sup>st</sup> March 2023.

Members considered the draft annual governance return and agreed to recommend to Council the indication of yes to all boxes apart from box 2 and 3. These should be indicated as no, and the following wording added to the return.

*"The Council have accepted that actions that may have occurred during this financial year that were not in line with proper practices and without the authority to do so were resolved with appropriate legal advice and without significant impact to the financial arrangements of the Council. Measures have now been put in place to ensure compliance with proper practices and no actions can be taken by committees or Council without consideration of the appropriate authority to do so."*

APPROVED

Members agreed to recommend that the Chairman and Clerk sign the annual governance statement for 2022/23 as required following ratification.

APPROVED

Members agreed to recommend the acceptance of the annual accounting statements for 2022/23 as signed by the Responsible Finance Officer and for the Chairman to sign following ratification.

APPROVED

vii) Variance Report.

Members agreed to recommend to Council the acceptance of the variance report as presented. APPROVED

viii) Exercise of Electors Rights Notice including draft dates.

Members agreed to recommend to Council the acceptance of the exercise of elector's rights notice as presented and furthermore resolve to instruct the posting of this notice in line with the requirements of such.

APPROVED

ix) Reserves and Investments Strategy and Annual Review Statement.

Members considered the strategy and the review statement as presented and the following recommendations were agreed.

- To accept the general reserves position as stated with no further comments.
- To amend the reasoning for retention of the CCTV panel donation to Predicted Liability in 2023/24.
- To accept the earmarked reserves position as amended by above.
- To accept the Investments/Accounts held position as presented.
- To accept that no further risks or amendments to the strategy are identified.

Members agreed to recommend to Council the adoption of the reserves and investments strategy as presented, and the acceptance of the annual review statement as presented and stated above. APPROVED

Members furthermore agreed to recommend that the Chairman of the Council and Responsible Finance Officer sign the completed document following ratification. APPROVED

**IA041/23 To CONSIDER the renewal of the Council DBS enhance certificates.**

Members considered the status of the Council DBS enhanced certificates and recommended that this matter be considered at the next meeting of the Employment Committee. APPROVED

**IA042/23 To review and update outstanding actions from previous committee meeting.**

To add review of insurance provision to the December 2023 meeting of this committee. APPROVED

**IA043/23 Date for future meeting**

Date to be in line with meeting schedule to be ratified at Full Council 15<sup>th</sup> June 2023.

This meeting was closed by the Chairman at 17.19 hours.

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Signed by Chairman.....  
On behalf of Shifnal Town Council, Planning Committee