



SHIFNAL TOWN COUNCIL

Minutes of the Internal Audit Committee Meeting
Held on Thursday 5th October 2023, commencing at 4.00 pm
At Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ.

Present: Councillors: T. Tarran (Chairman), K. Booker, T. Clayton, E. Moore,
J. Moore

In attendance: D Reynolds (Town Clerk)

IA256/23 Fire Safety Announcement

Cllr T. Tarran provided a fire safety announcement.

IA257/23 Public Session

None

IA258/23 Apologies received from Councillors

None

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.

Pecuniary Interests – None
Non-Pecuniary Interests – None

IA260/23 Minutes of Previous Meetings

- i) The Minutes of the Internal Audit Committee Meeting held on 6th June 2023 were APPROVED and SIGNED.

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

Cllr E. Moore joined the meeting at 16.04pm

Members considered an application from Newport Cottage Care Centre Trust Ltd and agreed to RECOMMEND to full council the rejection of the application due to the organisation being outside Shifnal and not serving a high percentage of Shifnal residents. REJECTION – APPROVED

Members considered an application from Shifnal Town Imperials Football Club and agreed to RECOMMEND to full council the approval of the award in the amount of £500.00 subject to the Town Clerk receiving confirmation of use of funds for capital expenditure only. APPROVED

Members NOTED the Town Clerk would be working with a local toddler group to access the grant funding with an application in line with Council policy. ACTION

Any awards made should be subject to media posts on all channels. ACTION

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

- i) Business Continuity Management Plan –
Members considered an addition of policy amendment in the event of an unexpected leave of absence of the Town Clerk/RFO and impacts on the financial regulations, standing orders and banking mandates of the Council.

Members agreed to recommend to Council the adoption of the noted addition to the Business Continuity Management Plan and the necessary additional full signatory and online banking access for the Financial Assistant, to the banking mandate.

Also, the following sentence to be added to the Financial Regulations, Standing Orders and Financial Risk Assessments.

“In the event of the unexpected absence of the Town Clerk/RFO refer to the Business Continuity Management Plan for the temporary delegation of responsibilities of the officer detailed in this policy”.

APPROVED

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

Members considered a list of organisations that had been invited to quote for the internal audit services for 2024-25, by email or website submissions on 25th September 2023 by the Town Clerk. As a number of responses were still awaited and to allow a fully competitive comparison of suppliers, the members agreed to defer consideration of this matter to the next meeting of this committee. ACTION

- IA264/23 To CONSIDER Quarterly Budget Review to 30/06/2023.**
Members agreed to recommend to Council the acceptance of the quarterly budget review to 30th June 2023 subject to clarification of figures in miscellaneous income, temporary staffing, grant funding and planters/fertilisers/plants. APPROVED
- IA265/23 To CONSIDER Quarterly Bank Reconciliation to 30/06/2023.**
Members agreed to recommend to Council the acceptance of the bank reconciliation to 30th June 2023. APPROVED
An original bank statement and reconciliation report was checked for accuracy and signed by Cllr T. Clayton.
- IA266/23 To NOTE the Neighbourhood Fund (CIL) Tracker to 27th September 2023.**

Members NOTED the neighbourhood Fund (CIL) Tracker and agreed to add to next full council agenda for all members to note. ACTION
- 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.**

Members considered the current situation with the inventory of street lighting stock and economic climate.
Members agreed to recommend to full council to continue with the Joint Energy Agreement with Shropshire Council for the remaining two quarters of the financial year. APPROVED
The Town Clerk was requested to strive to obtain an updated inventory to inform the new financial year and considerations at that time. ACTION
- IA268/23 To AGREE a suitable date for the sample testing of financial documents to be carried out by two members of the committee.**

Members agreed that Cllr J. Moore and Cllr K. Booker would consult with the Town Clerk to find a suitable date prior to 29th November 2023 for the sample testing of financial documents. ACTION
APPROVED
- 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.**

Members considered the budget forecasting process for 2024/25 and budget review process for 2023/24 and NOTED this would be considered at the next meeting of this committee.
- IA270/23 To NOTE that the Administration Officer is the lead on maintaining the contracts schedule and signposting reviews accordingly.**

As per committee and council resolution, the Administration Officer has been confirmed as the designated officer to maintain the contracts schedule and signpost reviews accordingly. NOTED

IA271/23

To review and update outstanding actions from previous committee meeting.

577 Move to December 2023
579 Move to December 2023
581 Move to December 2023
641 Completed
644 Move to December 2023, Estate Committee to consider this matter.
645 Move to December 2023

The Town Clerk to look to detail the change of committee status on these action logs. ACTION

IA272/23

Date for future meeting

The next date as stated in meeting schedule ratified at Full Council 15th June 2023 was considered unsuitable by majority of members. The Town Clerk was requested to reschedule this committee meeting and also the Planning Committee meeting currently scheduled for the same date. ACTION

This meeting was closed by the Chairman at 17.17 hours.