



SHIFNAL TOWN COUNCIL

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

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

In attendance: D Reynolds (Town Clerk)

IA410/23 Fire Safety Announcement

Cllr T. Tarran provided a fire safety announcement.

IA411/23 Public Session

None

IA412/23 Apologies received from Councillors

Apologies received from Cllr K Booker – Annual Leave
NOTED

IA413/23 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

IA414/23 Minutes of Previous Meetings

- i) The Minutes of the Internal Audit Committee Meeting held on 5th October 2023 were APPROVED and SIGNED.

IA415/23 To CONSIDER grant applications for recommendation in line with grant funding policy

- i) Shifnal & District Male Voice Choir
Members agreed to recommend to Full Council the approval of an award in the amount of £200 to Shifnal & District Male Voice Choir.
APPROVED
- ii) Brightstar Boxing Academy
Members agreed to recommend to Full Council the approval of an award in the amount of £12,000 to Brightstar Boxing Academy to be funded from CIL Neighbourhood Fund Earmarked Reserves. This award should be subject to clarification, to be attained by the Town Clerk, on the future plans of the academy and the number of Shifnal residents utilising the service. ACTION
APPROVED

IA416/23 To CONSIDER the process of appointment of Internal Auditor for 2024/2025

Members considered three quotations for the services of Internal Auditor for 2024/25 and agreed to recommend to Full Council to award the contract to JDH Business Services Ltd in the amount of £775.
Members agreed to review this arrangement within the next three years.
APPROVED

IA417/23 To REVIEW the second quarter documents for recommendations to Full Council for financial year 2023/2024

- i) Bank Reconciliation to 30th September 2023
The bank reconciliation to 30th September 2023 was ACCEPTED and SIGNED by Cllr J. Moore. This item to be noted at Full Council.
ACTION
- ii) Budget Review to 30th September 2023
The Budget Review to 30th September 2023 was ACCEPTED. This item to be noted at Full Council. ACTION

IAC418/23 To NOTE the completion of the sample testing of financial documents carried out by Cllr K. Booker

Members considered the report completed by Cllr Booker and NOTED a vote of thanks for undertaking this exercise.
Members noted the ATM lease document and asked the Town Clerk to add this to the contracts list for review in March 2024 with a consideration for an escalation of annual fees. ACTION
Members agreed to accept the report and completion of the sample testing exercise. NOTED

IA419/23 To CONSIDER the first draft of the proposed budget for precept for the financial year 2024/2025 to include earmarked reserves

Members noted that the taxbase figures were yet to be released by Shropshire Council and that these would ultimately impact the final precept request. The members also agreed to review the document page by page and highlight any matters for consideration.

- Line 20 Members Considered that more detail was required to justify the potential increase in the Regeneration project budget as there was no clarity on the split between lines 20, 37 and 54. Town Clerk to seek clarity from the Regeneration Chairman to inform further consideration. ACTION
- Line 37a For the Events Advisory Committee to consider further for a possible use of CIL Neighbourhood Fund for enhancement of Christmas Light scheme. ACTION
- Line 28 Members agreed to consider this line again for a possible amendment following an up to date review of costs to date. ACTION
- Line 22 Members agreed to look at this line again following a review of salaries and resources to be undertaken by the Employment Committee. ACTION
- Line 30 is subject to ongoing negotiations regarding the storage facilities. The Town Clerk to progress these negotiations to inform the budgeting process. ACTION
- Line 55 Members agreed to consider this following a review of the income affected by recent Estates Committee decisions on allotment fees.
- Members agreed to consider the earmarked reserves at the next committee meeting along with a further review of the precept budget forecast to include the above impacts. ACTION

IA420/23 To review and update outstanding actions from previous committee meeting

Members reviewed the outstanding actions list as follows.

577 – Defer to March 2024
579 – Defer to March 2024
581 – Completed
749 – Completed
750 – Completed
751 – Completed
753 – Completed
754 – Completed
756 – Completed
812 – Completed and replaced by action of this committee meeting

IA421/23 To NOTE the date of the next meeting

Scheduled for 11th January 2024 @ 4.00 pm

NOTED

This meeting was closed by the Chairman at 17.22 hours.