

MINUTES of the MEETING of the INTERNAL AUDIT COMMITTEE held in the Council Chamber, Council Offices, 1 Chapel Street, St Just on Friday 17 February 2012 at 10.30 a.m.

PRESENT

Chairman: Cllr Stevens
Vice-Chairman:

Cllr Ms Angove
Cllr M Thomas

TOWN CLERK

Elaine Baker

ALSO IN ATTENDANCE

Steve Hudson - Hudson Accounting Ltd.

IA.12 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Nicholls.

IA.13 DECLARATIONS OF INTEREST

None received.

IA.14 MINUTES

RESOLVED: That the minutes of the meeting of the Internal Audit Committee held on 19 January 2012 be approved as a correct record and signed by the Chairman.

IA.15 FINANCIAL REGULATIONS

The Committee carried out an annual review of the Council's Financial Regulations to ensure that they were fit for purpose.

There was general agreement that the regulations as drafted did meet the Council's needs but it was felt that the Asset Register section needed to be expanded to incorporate a policy statement that assets included in the register were based on their insurance value. The Committee also felt that in the longer term consideration needed to be given to the introduction a rolling programme capital programme

RESOLVED TO RECOMMEND TO THE FULL COUNCIL: That the Financial Regulations, as amended by the insertion of a new para. 9.3 in Section 9 Asset Register as set out below be endorsed as fit for purpose.

"9.3 That the assets included in the Asset Register are based on their insurance value."

(Action by : Elaine Baker)

IA.16 RISK MANAGEMENT ARRANGEMENTS

The Committee carried out the annual review of the Council's risk management arrangements in respect of finance, premises, councillors, lone working, (including the Council's current policy) and fire.

It was suggested that advice be sought from the Council's insurers on adding the Plen-an-Gwarry to the Council's insurance cover so as to avoid increasing the Council's exposure to risk as owner of the scheduled ancient monument.

The Committee was also concerned at the Council's exposure to computer failure and the need to introduce a computer "back up" facility.

RESOLVED TO RECOMMEND TO THE FULL COUNCIL : That

1. The Town Council's current risk management arrangements be endorsed;
2. Advice is sought from the Council's insurers on the inclusion of the Plen-an-Gwarry to reduce the Council's exposure to risk and to report back to the next meeting; and
3. That Town Clerk is asked to investigate the cost of the installation of a computer "back up" system.

(Action by : Elaine Baker)

IA.17 ASSET REGISTER

The Committee reviewed the Town Council's current asset register.

It was suggested that some of the valuations against the specified items appeared low and that new valuations should be obtained prior to the insurance renewal in June 2012.

The Committee also felt that further consideration should be given to the inclusion of the Plen-an-Gwarry and War Memorial in the register and that advice would be sought from the Council's insurers on this point. The Committee also felt that consideration should be given to making provision within the budget for maintenance and repair.

RESOLVED TO RECOMMEND TO THE FULL COUNCIL : That

1. The contents of the Asset Register for 2011 / 2012 be approved (copy appended to the signed minutes);
2. Advice be sought from the Council's insurers on the inclusion of the Plen-an-Gwarry and War Memorial;
3. That dependent on the advice received from the Council's insurer's the Premises Committee be asked to consider the issue of budget provision for the maintenance and repair of Council property; and
4. A new valuation of the items as specified be undertaken in advance of the insurance renewal in June 2012.

(Action by : Elaine Baker)

IA.18 INTERNAL AUDIT

The Committee reviewed the Internal Auditor's Interim report and noted that the issues relating to the use of S.137 donations and the level of Council reserves had been addressed which was encouraging.

IA.19 EXTERNAL AUDIT

The Committee noted the present position with regard to external audit and that new regulations were due to be published by the Government in Spring 2012 replacing the Audit Commission. Options included principal authorities taking over responsibility for the external audit function, independent examiners and a new Audit Committee for local councils being set up by their local associations.

The Committee would review the position when the new regulations were published.

Meeting closed at 11.15 a.m.

Chairman

Date: