

MINUTES of the MEETING of the INTERNAL AUDIT COMMITTEE held in the Council Chamber, Council Offices, 1 Chapel Street, St Just on Friday 12 February 2016 at 9.30 a.m.

PRESENT

Cllr Clemens
Cllr Mrs Cock
Cllr Mrs Salmon

TOWN CLERK

Elaine Baker

ALSO IN ATTENDANCE

Steve Hudson – Internal Auditor

IA.01 ELECTION OF CHAIRMAN

RESOLVED: That Cllr Mrs Cock is elected Chairman of the Committee for the remainder of the municipal year.

IA.02 APOLOGIES FOR ABSENCE

There was an apology for absence from Cllr G Roberts.

IA.03 ELECTION OF VICE CHAIRMAN

RESOLVED: That Cllr Clemens is elected Vice-Chairman of the Committee for the remainder of the municipal year.

IA.04 DECLARATIONS OF INTEREST

None received.

IA.05 MINUTES

RESOLVED: That the minutes of the meeting held on 13 February 2015 be approved as an accurate record and signed by the Chairman.

IA.6 STANDING ORDERS

The Committee carried out the annual review of the Council's Standing Orders to ensure that they were fit for purpose. There was general agreement that the standing orders as currently drafted did meet the Council's needs and therefore no further amendments were required at this stage

The Chairman referred to the need to undertake a staff appraisal with the Town Clerk in accordance with Standing Orders and would discuss the matter with the Town Mayor.

RESOLVED TO RECOMMEND TO THE FULL COUNCIL: That the Standing Orders as presented be endorsed as fit for purpose.

IA.07 **FINANCIAL REGULATIONS**

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

There was general agreement that the regulations as currently drafted did meet the Council's needs and therefore no further amendments were required at this stage. The Committee noted the procedures regarding monthly financial reconciliation that had been introduced. Mr Hudson reminded the Committee of the Town Council's need to re-approve its lists of Direct Debit payments on an annual basis in compliance with financial regulations. In addition, the requirement to suspend Standing Orders on Contracts when the Town Council considered the re-engagement of its footpath contractor.

The Committee expressed its thanks to Cllr Mrs Cock, Cllr Stevens and the Town Clerk for their work in keeping the Town Council's financial processes robust and fit for purpose.

RESOLVED TO RECOMMEND TO THE FULL COUNCIL: That the Financial Regulations as presented be endorsed as fit for purpose.

IA.08 **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.

Mr Hudson acknowledged the need for the Town Council to deal with risks as and when they arose, particularly in connection with devolution issues. It was important that the Town Council demonstrated that it was proactively dealing with risk.

RESOLVED TO RECOMMEND TO THE FULL COUNCIL: That the Town Council's current risk management arrangements are endorsed as fit for purpose.

IA.09 **ASSET REGISTER**

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

The Committee discussed the pending transfer of the title deed of Pendeen Playing Field into the Council's ownership and the impact on the Asset Register. It was also **AGREED** that the Asset Register be placed on the Council's website.

RESOLVED TO RECOMMEND TO THE FULL COUNCIL: That the contents of the Asset Register for 2015 / 16 is approved (copy appended to the signed minutes).

IA.10 **INTERNAL AUDIT**

The Committee reviewed the Internal Auditor's Interim report and noted the comments contained therein.

As Steve Hudson, the Council's Internal Auditor was in attendance, the Committee took the opportunity of putting questions to him regarding Fidelity Guarantee which was an insurance protection against councillor and employee dishonesty. The amount of guarantee equated to the amount of cash in the bank and half the precept, and it was important to keep this figure under review.

Mr Hudson also commented that it was important that when deciding to take on new services and functions that the Council ensured that it had the legal power to do so, and in particular referred to the library service, as at present local councils did not have the power to take on responsibility for that service.

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The Committee thanked Mr Hudson for attending the meeting.

Meeting closed at 10.10 a.m.

Date:

Chairman