

MINUTES of the MEETING of the INTERNAL AUDIT COMMITTEE held in the Council Chamber, Council Offices, 1 Chapel Street, St Just on Friday 13 February 2015 at 9.30 a.m.

PRESENT

Cllr Mrs Cock
Cllr T McFadden

Cllr G Roberts
Cllrs Mrs McQueen
Cllr Mrs Salmon

TOWN CLERK

Elaine Baker

ALSO IN ATTENDANCE

Cllr Mrs Blundy
Cllr Clemens

IA.01 ELECTION OF CHAIRMAN

RESOLVED: That Cllr G Roberts is elected Chairman of the Committee for the remainder of the municipal year.

IA.02 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr N McFadden.

The Town Clerk also advised the Committee that due to a personal family matter Steve Hudson had unfortunately had to tender his apologies for the meeting. However, he would be willing to meet the Chair of the Committee at a future date to discuss any issues arising out of the meeting.

IA.03 ELECTION OF VICE CHAIRMAN

RESOLVED: That Cllr Mrs Cock 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 14 February 2014 be approved as an accurate record and signed by the Chairman.

The Committee discussed the proposed administrative arrangements for cover in the event of extended periods of absence of the Town Clerk.

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

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 Town Clerk reported that the regulations had recently been amended in the light of S.150(5) of the Local Government Act 1972 having been repealed which now enabled local councils to carry out electronic payments and that consequential amendments had been made to financial regulations.

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.

The Committee discussed the issue of lone working, secondary means of exit in the case of fire and First Aid Training.

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 Town Clerk reported that the schedule would be amended in the near future by the addition of the new Digital Video Recorder which was to be installed as an upgrade to the CCTV which had been previously approved by the Town Council.

RESOLVED TO RECOMMEND TO THE FULL COUNCIL: That the contents of the Asset Register for 2014 / 15 is approved (copy appended to the signed minutes).

IA.09 INTERNAL AUDIT

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

The Town Clerk reported that measures had been put in place to address the recommendations. Cllr Mrs Cock now had responsibility for overseeing the monthly bank reconciliations and petty cash checks and authorised their production by way of independent verification and financial control, and on a quarterly basis the full Council received details of all reconciliations. In addition, the Town Clerk reported that Steve Hudson was producing a checklist to ensure that all aspects of the new financial regulations were completed, particularly those aspects requiring resolution of the Council.

The Town Clerk also advised the Committee that the Council had two bank accounts: a current account for the day-to-day business of the Council, and a higher rate Tracker Account on which the Council received interest as reflected in the accounts.

Meeting closed at 9.55 a.m.

Date:

Chairman