

BRAUNSTONE TOWN COUNCIL

CORPORATE GOVERNANCE SUB-COMMITTEE MEETING

12TH JUNE 2014 AT 6.30PM

Present: Mr N Brown (In the Chair), Mrs J Fox, Mr G Sanders (substituting for Ms A Hack)

Officers in Attendance: Mr D Tilley, Executive Officer & Town Clerk, Miss J Leech, Assistant Executive Officer - Admin.

Apologies: Ms A Hack, Mr S Maxwell.

1. Disclosures of Interest

There were no declarations of any such interests by members or officers of the meeting.

2. Public Participation

There were no members of the public present at the meeting.

3. Report of the Last Meeting

The Report of the last meeting held 13th June 2013 was received and noted.

4. Review of Systems of Internal Control and Management Risk

The report by the Executive Officer & Town Clerk confirming the action taken in completing a review of the systems of internal control in line with Section 2 of the Statement of Accounts for the Year Ending 31st March 2014 was received and Members concluded that there were sound systems of internal control and management of risk.

- a) It was queried whether the structure of the Shakespeare Park Pavilion was covered by risk due to the age of the structure. It was noted that the Pavilion would be covered as an asset in the Council's insurance policy.

RESOLVED

For the Executive Officer & Town Clerk to discuss the cover for the Shakespeare Park Pavilion with the Council's insurance provider at the review of the policy in November, and that the Council's Risk Management document be amended to include reference to the Pavilion.

5. Internal Auditor's Report

a) Internal Auditor's Report

The Internal Auditor's Report dated 2nd June 2014 for the Year Ending 31st March 2014 was received and noted.

Members noted the Improvement Action Plan attached to the Report which had only included minor errors in the recovery of VAT in respect of two Petty Cash payments. It was agreed that ad hoc checks for errors would be carried out throughout the year, particularly for petty cash transactions.

b) External Auditor's Report for the Year Ending 31st March 2013.

It was noted that the Council's External Audit had been completed by Messrs Clement Keys on 25th September 2013 and an unqualified opinion had been given.

- c) Appointment of Internal Auditor for Year Ending 31st March 2015

RESOLVED

That North West Leicestershire District Council/Blaby District Council be requested to undertake the Town Council's Internal Audit for the Year Ending 31st March 2015.

6. Annual Return for Year Ended 31st March 2014

A copy of the Annual Return for the Year Return for the Year Ended 31st March 2014 was received.

RESOLVED

- a) *That the Corporate Governance Sub-Committee, having carried out an assessment of the effectiveness of the Internal Audit process, concluded that there were sound systems of internal control and therefore:-*
- b) *RECOMMENDED to the Full Council that the Statement of Accounts for the Year Ending 31st March 2014 be adopted at the Meeting on 26th June 2014.*

7. Review of Standing Orders, Financial Regulations and Delegated Powers of Committees

- a) It was noted that the Executive Officer & Town Clerk, together with the Assistant Executive Officer (Admin) had arranged to attend a training event on 3rd July 2014 on changes to the model Finance Regulations and the Governance and Accountability for Local Councils, particularly arising from the repeal of s150 of the Local Government Act 1972 act (the two signatory rule).
- b) Members were invited to provide their views on the Council's initial documents. Amendments to the procedures in Standing Orders relating to Questions at Full Council Meetings and Public Participation was discussed.
- c) It was noted that, in light of the above changes, the Council's Standing Orders, Financial Regulations and Delegated Powers of Committee would need to be reviewed.

RESOLVED

That it be delegated to the Executive Officer & Town Clerk to draft any changes to the Standing Orders and Financial Regulations to take on board comments put forward by the Corporate Governance Sub-Committee and to that ensure they comply with current legislation, and to be forwarded to the meeting of the Policy & Resources Committee scheduled for 21st August 2014 for consideration. .

A full review of the Standing Orders and Financial Regulation procedures would be carried out and be forwarded to the Full Council meeting on 14th May 2015.

8. Termination of the Meeting

The meeting closed at 7.00pm.