

BRAUNSTONE TOWN COUNCIL

MINUTES OF CORPORATE GOVERNANCE SUB-COMMITTEE

THURSDAY 13th JUNE 2019 AT 6.30PM

PRESENT: Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose (substituting for Councillor Phil Moitt) and Shabbir Aslam.

Officers in Attendance: Darren Tilley, Executive Officer & Town Clerk.

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

1. Apologies

An apology for absence was received from Councillor Phil Moitt.

2. Disclosures of Interest

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by Members.

3. Public Participation

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public at the meeting.

4. Minutes of the Meeting held 14th June 2018

The Minutes of the Meeting held on 14th June 2018 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 14th June 2018 be approved and signed by the Chairperson as a correct record.

5. External Audit 2017/2018

The Committee received a report concerning the outcome of the External Audit in respect of the accounts and governance arrangements for the year ended 31st March 2018 and noted the Council's response (item 5 on the agenda).

RESOLVED that the findings and recommendation of the External Audit in respect of the accounts and governance arrangements for the year ended 31st March 2018 and the Council's response, as agreed by Policy & Resources Committee on 1st November 2018, be received and noted.

Reason for Decision

To recognise that the External Auditor's findings and the Council's response had been published and that approval had been given to adjust the figures in the prior year comparatives when completing this year's Annual Governance and Accountability Return.

6. Internal Auditor's Report 2018/2019 and Internal Audit Arrangements 2019/2020

The Committee received the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31st March 2019 and to appoint an Internal Auditor for 2019/2020 (item 6 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE THAT IT BE RECOMMENDED TO COUNCIL

1. that the observations of the Internal Audit (attached at Appendix 1 of the report) be noted and that the recommendations for improvement, along with the proposed response, as set out in the Improvement Action Plan (attached at Appendix 2 of the report), be adopted; and
2. that the Leicestershire and Rutland Association of Local Councils Internal Audit Service be appointed to undertake the Town Council's Internal Audit for the Year Ending 31st March 2020.

Reasons for Decision

1. *To ensure that the observations of the Internal Audit would be addressed with appropriate and balanced measures.*
2. *To ensure arrangements were in place for compliance with Accounts and Audit Regulations.*

7. Annual Governance Statement 2018/2019

The Committee received a report to enable it to review and ensure that there were sound systems of internal control, including the management of risk and the preparation of accounting statements, during the financial year ended 31st March 2019 and to enable it to recommend to Council adoption of the Annual Governance Statement 2018/2019 (item 7 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE THAT IT BE RECOMMENDED TO COUNCIL that the systems of internal control and management of risk be confirmed as sound and that Section 1, Annual Governance Statement 2018/19, of the Annual Governance and Accountability Return 2018/2019, attached at Appendix 3 of the report, be completed, signed and submitted accordingly.

Reason for Decision

Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and having undertaken an assessment of risks facing the Council and associated mitigating measures, the Corporate

Governance Sub-Committee were confident that to the best of their knowledge and belief, with respect to the Accounting Statements for the year ended 31st March 2019, there were sound systems of internal control and management of risk.

8. Accounting Statements 2018/2019

The Committee received the End of Year Accounts for the financial year ended 31st March 2019 for consideration and to recommend to Council adoption of the Accounting Statements 2018/2019 (item 8 on the agenda).

RESOLVED

1. that the Executive Officer & Town Clerk conduct an investigation into the cost of utility bills, ahead of the 2020/2021 budget setting process;
2. THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE THAT IT BE RECOMMENDED TO COUNCIL that Section 2, Accounting statements 2018/19, of the Annual Governance and Accountability Return for the year ended 31st March 2019, attached at Appendix 9 of the report, be completed, signed and submitted accordingly.

Reasons for Decision

1. *The combined net payments for Utility Bills at both Community Centres were one-third over the budget. The Council needed to understand why in order to ensure it adequately budgeted for its costs.*
2. *The Corporate Governance Sub-Committee, having carried out an assessment of the effectiveness of the Council's financial arrangements, concluded that there were sound systems of internal control. The Internal Auditor, having reviewed the annual accounts, found the Accounting Statements to have been prepared on the correct basis and were supported by adequate audit trails to underlying records.*

The meeting closed at 7.20pm

NOTE:

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for June 2020.