

BRAUNSTONE TOWN COUNCIL

MINUTES OF CORPORATE GOVERNANCE SUB-COMMITTEE

THURSDAY 14th JUNE 2018 AT 6.30PM

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

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 15th June 2017

The Minutes of the Meeting held on 15th June 2017 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 15th June 2017 be approved and signed by the Chairperson as a correct record.

5. External Audit 2016/2017

The Committee noted that the External Audit had been completed on 22nd September 2017 and an unqualified opinion had been given (item 5 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

The External Auditor had not reported any issues affecting the audit of the Council's accounts and governance arrangements for the year ending 31st March 2017.

6. Internal Auditor's Report 2017/2018 and Internal Audit Arrangements 2018/2019

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 2018 and to appoint an Internal Auditor for 2018/2019 (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 2019.

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 2017/2018

The Committee ensured sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2018 and determined whether to recommend to Policy & Resources Committee and Council adoption of the Annual Governance Statement 2017/2018 (item 7 on the agenda).

The Committee discussed insurance arrangements, in particular Business Interruption (page 6 of the report) and the merits of extending cover from one year to two. It was determined that one year's cover was sufficient to give the Council time to restructure its operations; however, if the additional premium for two year's cover was negligible, then extending cover could be considered.

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 2017/18, of the Annual Governance and Accountability Return 2017/2018, attached at Appendix 3 of the report, be completed, signed and submitted accordingly.

Reasons for Decision

Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and the 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 2018, there were sound systems of internal control and management of risk.

8. Accounting Statements 2017/2018

The Committee received the End of Year Accounts for the financial year ended 31st March 2018 for examination and determined whether to recommend to Policy & Resources Committee and Council adoption of the Accounting Statements 2017/2018 accordingly (item 8 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE THAT IT BE RECOMMENDED TO COUNCIL that Section 2, Accounting statements 2017/18, of the Annual Governance and Accountability Return for the year ended 31st March 2018, attached at Appendix 9 of the report, be completed, signed and submitted accordingly.

Reason for Decision

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.

9. Termination of the Meeting

The meeting closed at 7.15pm

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.

SIGNED: _____

DATE: _____