

Minutes of a meeting of the **AUDIT SUB COMMITTEE** held on **Monday 15th June 2009** in Telscombe Civic Centre at 7.30 pm.

PRESENT Councillors: Mr P Howson (Deputy Mayor)
Mr T Banning, Mr B Page

APOLOGIES Councillors: Mr J Page, Mr R Maskell (Mayor)

1. **TO ELECT A CHAIRMAN AND VICE CHAIRMAN OF THE COMMITTEE**

Cllr J Page was proposed, seconded and unanimously elected as Chairman. Councillor P Howson was proposed, seconded and unanimously elected as Vice Chairman. In the absence of Cllr J Page, Cllr Howson chaired the meeting.

2. **TO CONSIDER THE ANNUAL AUDIT REPORT FROM THE INTERNAL AUDITOR AND REVIEW WORK OF INTERNAL AUDIT**

The Sub Committee considered the Internal Audit review check list from the Governance and Accountability Guidance issued by NALC. The Committee considered the recommendations in the report and commented on the individual recommendations as follows:-

Recommendation 1 “Cyclical in-depth reviews should be carried out on specific areas of the risk control plan.” The Committee agreed to undertake a quarterly in-depth review of risk areas.

Recommendation 2 “Reference to the Council’s risk assessments on all new or changed issues should be noted in the appropriate minutes.” The Sub Committee considered that this should be implemented to demonstrate that risk items had been considered as part of the decision process.

Recommendations 3 and 4 “Now would be an appropriate time to set up a formalised asset register.” The Committee noted the progress made in respect of identifying and valuing the Council’s assets and the construction of a formal updatable asset register. With regard to recommendation 2, the identification of a specific officer with responsibility for updating the register, it was **agreed** that this function should be part of the duties of the Assistant Town Clerk.

The Sub Committee also agreed to formally review the asset register annually.

Recommendation 5 “Production of revised accounting and possibly administration instructions should be progressed in the current year. The Clerk advised that the Assistant Clerk had commenced work on the accounting instructions and that further work would be done on administration instructions. Drafts would be prepared for consideration by the internal auditor.

Recommendation 6 “Draft areas of change to the current standing orders and Financial regulations once the NALC example is available. The sub committee noted the delay in NALC issuing the revised standing orders.

Recommendation 7 Output checking will form part of the revised instructions to be part of recommendation 5

Recommendation 8 A control stamp/attachment to be introduced to validate and authorise all items of expenditure. The Clerk had been in discussion with the internal Auditor who will provide a template of an example stamp.

Recommendation 9 Consideration should be given to maintaining a current and historic file of fees and charges. Fees and charges are due for review by the Council and historic information will be preserved as suggested.

Recommendation 10 RBS should be contacted as a matter of urgency to identify why management controls imply income has not been billed and therefore received. RBS are being contacted to provide a fix. The Clerk emphasised this was an RBS system error in respect of one report and that Town Council revenue had not been lost. The Clerk undertook to contact RBS within seven days of the meeting.

The sub committee noted the conclusion of the report that advised recommendations contained in previous reports had been addressed or agreement reached on further action.

3. **TO CONSIDER QUOTATIONS FOR VALUATION OF THE CIVIC CENTRE AND THE TOWN COUNCIL'S LAND HOLDINGS**

The Sub Committee were circulated with two quotations from professional valuers and surveyors, one for £3,750 and one for £2,450. The Clerk advised that a third quote had been received prior to the meeting for £4,000. The Sub Committee agreed to accept the lowest quotation.

4. **TO RECEIVE UPDATE ON PROGRESS IN RESPECT OF PRODUCTION OF NEW ASSET REGISTER**

The Clerk advised that play space fencing and safety surfaces had been measured and current replacement costs obtained. The play equipment had been similarly itemised and replacement costs obtained using comparable equipment from the current Playdale Ltd range. The Clerk advised that the original equipment had conformed to a British standard and that new/replacement equipment must conform to European standards and current replacement values had therefore been used. The Clerk also advised that furniture and flooring in the Civic Centre had been added to the register using the original purchase prices.

The meeting closed at 9.10 pm.

Signed
Cllr J Page, Chairman