



SHIFNAL TOWN COUNCIL

Minutes of the Internal Audit Committee Meeting
Held on Thursday 11th January 2024, commencing at 4.00 pm
At Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ.

Present: Councillors: T. Tarran (Chairman), K Booker, E. Moore, J. Moore,
R. Cox (Ex-officio)

In attendance: D Reynolds (Town Clerk)

IA449/23 Fire Safety Announcement

Cllr T. Tarran provided a fire safety announcement.

IA450/23 Public Session

None

IA451/23 Apologies received from Councillors

None received

NOTED

IA452/23 Declaration of Members' Interest

To receive declarations and requests for dispensations about any items under consideration on this agenda in accordance with the Localism Act 2011, the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and Shifnal Town Council Code of Conduct. Declarations may be of a pecuniary or non-pecuniary nature.

Members are reminded that subject to provisions of the current Code of Conduct that they are required to;

not speak, participate in the discussion or voting on the matter and leave the room in the event of a declaration of pecuniary interest and

not speak (unless in the public session if applicable), participate in the discussion or voting on the matter and leave the room in the event of a non-pecuniary interest.


Pecuniary Interests – None

Non-Pecuniary Interests – None

IA453/23 Minutes of Previous Meetings

- i) The Minutes of the Internal Audit Committee Meeting held on 5th December 2023 were APPROVED and SIGNED.

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Signed by Chairman.....
On behalf of Shifnal Town Council, Planning Committee

IA454/23 To CONSIDER grant applications for recommendation in line with grant funding policy

- i) 2497 (Cosford) Squadron ATC, RAF Air Cadets
Members agreed to recommend to Full Council the approval of an award in the amount of £1,000 to 2497 (Cosford) Squadron ATC, RAF Cadets.
APPROVED

IA455/23 To CONSIDER a recommended response to the Shropshire Council budget consultation

Members considered the consultation documents and requested that the Town Clerk distribute on Council media channels. ACTION
It was agreed by the committee to not respond to the consultation on behalf of the Council and the consultation documentation was NOTED.

IA456/23 To CONSIDER the member expenses policy for recommendation to Council for adoption for the financial year 2024/2025

Members considered the policy and agreed no recommended amendments to the policy. APPROVED
The Committee agreed to recommend that members travel expenses be kept in line with the current HMRC rates. APPROVED

IA457/23 To CONSIDER the 2nd draft of the proposed budget for precept for the financial year 2024/2025 to include earmarked reserves

Cllr Tarran proposed that the following should be recorded prior to the consideration of the budget for precept and earmarked reserves.

- The tax base for the 2024/2025 precept budget calculations should be noted as reduced due to the factors indicated in the draft document.
- The Council has in 2023/2024 agreed the use of Neighbourhood Fund CIL earmarked reserves for two projects to be delivered in the 2024/2025 financial year.
 - Youth Services £27,900
 - 3 x Festivals £28,050

APPROVED

- i) To consider the earmarked reserves position at 1st April 2023 and any committed expenditure of such to 31st December 2023.

The Committee agreed to recommend the carry over of previously agreed earmarked reserves to 2024/25 for the following:-

- | | |
|-------------------------|--------------------------------|
| • Community Hub | 15,101.31 |
| • Asset Transfer Fund | 128,960.00(Car Parks/Library) |
| • Neighbourhood Fund | 660,403.58 |
| • Safer Shifnal Project | 17,945.89 (Youth Services) |
| • CCTV Panel Donation | 4,589.68 (Mobile CCTV Cameras) |
| • Memorial Fund | 1,631.00 (Civic Regalia) |
| • N/Local Plan Review | 15,000.00 |
| • Street Lighting | 42,000.00 |
| • Regeneration | 10,007.00 |

APPROVED

- ii) To consider the earmarking of unspent values at the close of 2023/2024 financial year.

The Committee agreed to recommend the earmarking of unspent values at the close of 2023/2024 financial year to continue ongoing projects on the following budget lines:-

- (28) Local Plan
- (20) Marketing, Publicity and Consultation
- (37) Events
- (54) Regeneration Project
- (29) Grants
- (36) St Andrews Churchyard Maintenance

APPROVED

- iii) To consider the 2nd draft of the proposed budget for precept for the financial year 2024/2025.

Members considered an updated draft of the proposed budget for precept for the financial year to 2024/2025 based on comments from the previous committee meeting and input from the various Council committees and relevant chairs. The Town Clerk advised on a number of obligations and/or rationale for the budgets before them.

The Committee agreed the following amendments to the document.

- (21/22) Temporary Staffing may require a virement during the year in the event of extended unplanned periods of staff absence. Budget will be reviewed by the Employment Committee in detail.
- (28) Neighbourhood/Local Plan Review to be proposed at £10,000 in view of level of reserves.
- (29) Grants to be proposed at £5,000 in view of recent drop in requests for funding and alternative funding streams.
- (30) Hire of Store to be proposed at £3,500 awaiting a revaluation from landlord due to reduced requirements for storage.
- (31) Repairs & Renewals: Outdoor Spaces to be proposed at £10,000 despite concerns raised by the Town Clerk at such a reduced budget for the number of outdoor assets that this line is required to cover. Members felt that alternative funding streams could be identified as required.

APPROVED

Cllr J. Moore raised concerns that he required further breakdown on expenditure in 2023/2024 on which to base a judgement on the (37) Events, (54) Regeneration and 20 Market, Publicity and Consultation budget lines. The Town Clerk had committed to supply this breakdown within a week of the request, made just prior to the meeting.

The Town Clerk was requested to draft a new version of the proposed budget for precept based on the above recommendations and address to Full Council for consideration. ACTION

Due to the concerns raised on three budget lines by Cllr J. Moore, the Committee could not agree to recommend a proposed budget for precept.

APPROVED

IA458/23 To review and update outstanding actions from previous committee meeting

Members reviewed the outstanding actions list as follows.

577 – Move to March
579 – Move to March
644 – Move to March following consideration of disposals by the Estates Committee
646 – Move to May
752 – Completed
824 – Completed
826 – Completed
827 – Completed
828 – Move to March
829 – Completed
830 – Completed

IA459/23 To NOTE the date of the next meeting

Scheduled for 1st February 2024 @ 4.00 pm

NOTED

This meeting was closed by the Chairman at 17.32 hours.