



SHIFNAL TOWN COUNCIL

Minutes of the Internal Audit Committee Meeting
Held on Thursday 1st February 2024, commencing at 4.00 pm
At Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ.

Present: Councillors: T. Tarran (Chairman), K Booker, L. Jenks, J. Moore,

In attendance: D Reynolds (Town Clerk)

IA516/23 Fire Safety Announcement

Cllr T. Tarran provided a fire safety announcement.

IA517/23 Public Session

None

IA518/23 Apologies received from Councillors

Cllr E. Moore - Personal

NOTED

IA519/23 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

IA520/23 Minutes of Previous Meetings

- i) The Minutes of the Internal Audit Committee Meeting held on 11th January 2024 were APPROVED and SIGNED.

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

- IA521/23 To review and recommend acceptance of the 3rd quarter documents for recommendations to Full Council for financial year 2023-24.**
- i) Bank Reconciliation to 31st December 2023
- The Bank Reconciliation to 31st December 2023 was checked for accuracy and signed by Cllr K. Booker. Members agreed to recommend the document be accepted by Full Council.
- APPROVED
- ii) Budget Review to 31st December 2023
- The Budget Review to 31st December 2023 was considered by members and it was agreed to recommend the document be accepted by Full Council subject to clarification on expenditure against budget variances exceeding £1,000.
- APPROVED
- Cllr T. Tarran additionally advised members that Shropshire Council had confirmed there was to be no CIL Neighbourhood Fund distribution for Shifnal in the financial year 2024/25.
- NOTED
- IA522/23 The Interim Internal Audit to take place week commencing 5th February 2024.**
- Arrangements for the Interim Internal Audit to be carried out remotely in the week commencing 5th February 2024 were NOTED.
- IA523/23 To NOTE the Town Clerk is to undertake training on VAT – Partial Exemption on 21st February 2024 with Parkinson Partnership LLP (affiliated with SALC). If any actions are required following the training, the Town Clerk will feed back to the next meeting of the Committee.**
- NOTED.
- IA524/23 To CONSIDER a report on members allowances for instigation in May 2025**
- Members considered a report on the instigation of members allowances and agreed to recommend to Full Council not to proceed further in this respect.
- APPROVED
- IA525/23 To CONSIDER Council cash funds and investments. To include CCLA options for investment and Arlingclose Associates article**
- Members considered a report on two options for investment potential, noted that the Council no longer met the criteria under the Financial Services Compensation Scheme for any funds held, and further agreed to request the Town Clerk to obtain details of one further mainstream bank to hold cash funds in line with the current policy for the April committee meeting.
- APPROVED

IA526/23 To CONSIDER the payroll agency ongoing contract and Tax Fee Protection Service for 2024/25

Members agreed to recommend to Full Council the continuation of the contract for the provision of payroll services and additional tax fee protection service by AJI Accounting Services as per the previously stated contract terms.

APPROVED

IA527/23 To review and update outstanding actions from previous committee meeting

Members reviewed the outstanding actions list as follows:-

577 – Move to April
579 – Move to April
646 – Move to May
828 – Move to April
863 – Completed
864 – Completed

IA528/23 To NOTE the date of the next meeting

Scheduled for 4th April 2024 @ 4.00 pm

NOTED

This meeting was closed by the Chairman at 16.53 hours.