



## SHIFNAL TOWN COUNCIL

**Minutes of the Internal Audit Committee Meeting**  
**Held on Monday 29<sup>th</sup> April 2024, commencing at 3.30 pm**  
**At Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ.**

**Present:** Councillors: T. Tarran (Chairman), K Booker, E. Moore, J. Moore,

**In attendance:** G Bailey (Locum Town Clerk)

**IA721/23 Fire Safety Announcement**

Cllr T. Tarran provided a fire safety announcement.

**IA722/23 Public Session**

None

**IA723/23 Apologies received from Councillors**

There were no apologies received.

**IA724/23 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

**IA725/23 Minutes of Previous Meetings**

- i) The Minutes of the Internal Audit Committee Meeting held on 1<sup>st</sup> February 2024 were APPROVED and SIGNED.

**IA726/23**

**To CONSIDER Grant Aid Applications:-**

i) Shifnal Carnival Committee

Councillors discussed some queries with the grant application.

It was proposed to **recommend** to Full Council to refuse the application as it does not meet the criteria of the policy. It was proposed to recommend to Council that consideration is given to fund the provision of 1<sup>st</sup> Aid and Insurance for the event, totalling £1,450, subject to the satisfactory provision of invoices to the Town Council.

APPROVED.

ii) St. Andrew's Church

It was proposed to **recommend** to Full Council that a grant of £1,314 be awarded for the initial repair to the Church clock. Application for second phase to be considered when quotes are available.

APPROVED.

iii) Trinity Centre, Shifnal

It was proposed to **recommend** to Full Council that a grant of £300 be awarded to the Trinity Centre for the provision of signage.

APPROVED.

**IA727/23**

**To CONSIDER Annual Insurance renewal quotations**

Members received and considered two quotations provided.

Cllr E Moore noted that the quotation from Zurich did not seem to include Key Person insurance and if there was an advice line for HR support.

Cllr E Moore suggested that it might not be prudent to change insurers at this point.

Cllr J Moore queried whether the limit of 2,000 attendance for events was for all events or per event.

It was agreed to **recommend** to Full Council to renew the Annual Insurance with Zurich for a period of three years, subject to clarification on the above points.

APPROVED

**IA728/23**

**To CONSIDER the annual cover quotation for Health and Safety Service provided by Shropshire Council at a cost of £1,212.75 plus VAT.**

It was agreed to recommend to **Full Council** that the annual cover for the Health and Safety Service provided by Shropshire Council is renewed at a cost of £1,212.75 plus VAT.

APPROVED

IA729/23

**TO REVIEW the following policy documents**

**a) Standing Orders**

It was agreed, to **recommend** to Full Council that, with the following amendments, the draft Standing Orders be approved:

1. Item 3, page 5, clarify definition of committees and subcommittees in line with structure of STC.
2. Item 13, page 16, correct numbering.
3. Item 15, page 17, remove reference to subcommittee see (4 viii).
4. Item 16, add reference to absence of clerk/RFO
5. Item 17c, page 19, amend to within one month.
6. Item 17d, page 19, amend to within one month. Cllr T Tarran voted against this amendment.

APPROVED

**b) Financial Risk Assessment**

It was agreed, to **recommend** to Full Council that, with the following amendments, the draft Financial Risk Assessment be approved:

1. Loss of Clerk, amend to remove Full.
2. Update action on risks to staff to indicate now completed.
3. Add section on absence of multiple staff members.
4. Update current controls on risk assessments for events.

**c) Financial Regulations**

It was agreed, to **recommend** to Full Council that, with the following amendments, the draft Financial Regulations be approved:

1. Item 1.8, page 1, clarify sentence
2. Item 2.2, page 3, replace on a regular basis with within 1 month of the report date. Cllr T Tarran against.
3. Item 6.18, page 9, amend to include or other officer authorised by the Council.

Item 2.3: Cllr J Moore suggested the replacement of 'as soon as practicable' to 'within one month'. The voting was two for and two against the Chairman used his casting vote against the proposal which thereby fell.

**d) Code of Conduct**

It was agreed to **recommend** to Full Council the adoption of the draft Code of Conduct.

APPROVED.

**e) Terms of Reference for various committees**

**f) Estates Committee**

It was agreed, to **recommend** to Full Council that, with the following amendments, the draft Estates Committee Terms of Reference be approved:

1. Page 1, Meeting frequency should be eleven.
2. Page 2, Responsibilities: remove land adjacent to Park Lane junction.
3. Page 2/3, consolidate paragraphs
4. Page 3, Expenditure, delete Xmas lights

APPROVED.

**g) Community Safety Committee**

It was agreed, to **recommend** to Full Council, that, with the following amendments, the draft Community Safety Committee Terms of Reference be approved:

1. Page 2, Responsibilities, clarify if should read Smart Water

APPROVED

**h) Employment Committee**

It was agreed, to **recommend** to Full Council, that with the following amendments, the draft Employment Committee Terms of Reference be approved:

1. Page 1, Responsibilities, add The review of all other staff is to be made by the Clerk with the Mayor and one other member of the Employment committee. Cllr T Tarran voted against this proposal.
2. Page 2, Expenditure, add Health and Safety Advisory Service

APPROVED

**i) Regeneration and Events**

It was agreed, to **recommend** to Full Council that, with the following amendments, the draft Regeneration and Events Committee Terms of Reference be approved:

1. Page 2/3, remove section from annual armed forces flag additional events.
2. Page 3, add on-line technology events.

APPROVED

**j) Planning Committee**

It was agreed, to **recommend** to Full Council that the draft Planning Committee Terms of Reference be approved:

APPROVED

**k) Internal Audit Committee**

It was agreed, to **recommend** to Full Council that the draft Internal Audit Committee Terms of Reference be approved:

APPROVED

**IA730/23 To CONSIDER report on the Internal Auditor preliminary findings**

DEFERRED

**IA731/23 To review and update outstanding actions from previous committee meeting**

DEFERRED

**IA732/23 To NOTE the date of the next meeting**

Dates to be confirmed as part of the annual meeting scheduling process.

This meeting was closed by the Chairman at 17.22 hours.