



SHIFNAL TOWN COUNCIL

Minutes of the Internal Audit Committee Meeting
Held on Thursday 5th September 2024, commencing at 4.00pm
At Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ.

Present: Councillors: K. Booker (Chairman), J. Coulson, E. Moore

In attendance: D. Reynolds (Town Clerk)

IA174/24 Fire Safety Announcement

Cllr K. Booker provided a fire safety announcement and welcomed members to the Committee.

IA175/24 Public Session

None

IA176/24 Apologies received from Councillors

Apologies were received from

Cllr G. Kerr – Annual Leave

Members RESOLVED to NOTE the apologies.

NOTED

IA177/24 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

IA178/24 Minutes of Previous Meetings

- i) Member RESOLVED to CONFIRM the Minutes of the Internal Audit Committee Meeting held on 1st August 2024 and they were formally SIGNED by the Chairman.

APPROVED

IA179/24 To REVIEW and recommend acceptance of the 1st Quarter documents for recommendations to Full Council for financial year 2024-2025.

- i) Budget Review to 30th June 2024

APPROVED

IA180/24 To CONSIDER Grant Aid Applications:-

- i) TDS Riding Club

Members RESOLVED to recommend to Full Council the award of £750 to TDS Riding Club providing the club clarified they were a not for profit charitable enterprise or community club.

IA181/24 To CONSIDER Neighbourhood Fund Policy

Members RESOLVED to recommend to Full Council the adoption of the draft Neighbourhood Fund Policy as presented.

APPROVED

IA182/24 To CONSIDER Town Clerk recommendation to Full Council for all DBS checks to be completed in May 2025

Members RESOLVED to recommend to Full Council that all outstanding DBS checks be completed as soon as possible and repeat for all staff and members for the new term of office in May 2025.

APPROVE

IA183/24 To CONSIDER a quotation for the provision of a VAT partial exemption calculation for 2023/24 at a cost of £360.00 plus VAT from The Parkinson Partnership LLP (LGA 1972s.111, budget Advisory Services).

Members RESOLVED to contract the services of The Parkinson Partnership LLP to complete a VAT Partial Exemption Calculation for 2023/24 at a cost of £360.00 plus VAT.

APPROVED

IA184/24 To NOTE the new Barclays Banking Tariff from October 2024 and the withdrawal of the Payflow method of payments from January 2025

Members RESOLVED to NOTE the two communications and verbal explanations from the Town Clerk.

NOTED

IA185/24 To CONSIDER further mainstream bank to hold cash funds

Members RESOLVED to request that the Town Clerk provide a draft policy for the management of cash funds in line with the Reserves and Investments policies and bring back to the next meeting of this committee prior to further discussions on additional mainstream bank accounts. (ACTION)

IA186/24 To CONSIDER a report on the potential changes in internal systems for the production of purchase orders and sales invoicing

Members RESOLVED to NOTE the report provided by the Town Clerk.

NOTED

IA187/24 To review and update outstanding actions from previous committee meeting

577 – Completed
579 – Completed
645 – Completed
828 – Completed
884 – Completed
1030 – To October Meeting
1031 – Completed
1032 – To October Meeting
1033 – Completed

IA188/24 To NOTE the date of the next meeting

Thursday 3rd October 2024 at 4.00 pm.

NOTED

This meeting was closed by the Chairman at 17.09 hours.