



SHIFNAL TOWN COUNCIL

A G E N D A

3rd January 2025

TO ALL INTERNAL AUDIT COMMITTEE MEMBERS OF SHIFNAL TOWN COUNCIL

YOU ARE HEREBY SUMMONED to attend the Internal Audit Committee meeting of the Town Council to be held on Thursday 9th January 2025 at 4.00 pm at Shifnal Community Hub, Tudor Way, Shifnal TF11 8DJ.

Yours faithfully

Denise Reynolds
Town Clerk
SHIFNAL TOWN COUNCIL.

NOTE TO THE PUBLIC:

Members of the public and press are most welcome to attend meetings of Shifnal Town Council. To ensure that meetings do not become prolonged, Standing Orders provide that members of the public are permitted to make representations, raise and answer questions and give evidence **only in respect of any item of business included in the agendas** during this public session which covers all meetings held on this date. However, public participation must be confined to this section of the meeting only.

The period of time which is designated for public participation in accordance with Standing Orders shall not exceed 15 minutes. Each member of the public is entitled to **speak once only in respect of business itemised on the agendas** and shall not speak for more than 3 minutes. A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking.

A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate although the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to the Town Clerk for an oral response.

Office Hours 10am – 1pm (Monday to Friday)

Tel: 01952 461420
E-mail: info@shifnaltowncouncil.gov.uk
www.shifnaltowncouncil.gov.uk



Shifnal Community Hub
Tudor Way
Shifnal
Shropshire
TF11 8DJ

- NB:**
1. Standing Orders are available on the Council's website, or on request from the Town Clerk or Council Office and are subject to periodic review, taking advice from the National Association of Local Councils;
 2. Temporary exclusion of the public and press may be necessary at any meeting to discuss matters of a special and/or confidential nature;
 3. **Due to limited seating capacity (10 seats), please contact the Council to book your place. Email address info@shifnaltowncouncil.gov.uk or telephone 01952 461420.**

IA412/24 Fire Safety Announcement

IA413/24 Public Session

IA414/24 Apologies received from Councillors

IA415/24 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.

IA416/24 Minutes of Previous Meetings

- i) To CONFIRM the Minutes of the Internal Audit Committee Meeting held on Thursday 5th September 2024 with Chairman signature (attached).
- ii) To NOTE that the meeting called for Thursday 5th December 2024 did not proceed due to inquorate declaration (attached).

IA417/24 To CONSIDER the continuation of the contract for the provision of payroll services (£600 plus VAT pa) and additional tax fee protection service by AJI Accounting Services (£95 plus VAT pa) as per the previously stated contract terms.

IA418/24 To CONSIDER the draft Neighbourhood Fund Policy to allow reconsideration of the detail surrounding the following points (attached):-

- Use of the wording in regard to critical infrastructure
- Use of the wording in regard to affordable housing
- To look for the inclusion of the Neighbourhood Plan priorities alongside the Place Plan
- To look to simplify the document

- IA419/24 To CONSIDER the draft Financial Regulations document**
- i) To CONSIDER the draft Financial Regulations document for recommendation to Council. (attached).
- IA420/24 To CONSIDER the Advisory Committee Terms of Reference**
- i) To CONSIDER the Advisory Committee Terms of Reference for recommendation to Council. (attached).
- IA421/24 To CONSIDER a report on the Precept Budget Setting**
- i) To CONSIDER a 2nd draft precept budget forecast for the financial year 2025/26 report prepared by the RFO. Including committee indications. (attached).
- IA422/24** To NOTE The [Joint Panel of Accountability and Governance](#) (JPAG), responsible for setting proper practices for smaller authorities, met last week. It approved several significant changes, including new terms of reference and a name change to Smaller Authorities Proper Practices Panel (SAPPP). The panel agreed to commission a consultation on what the proper practices should include and to split the Practitioners' Guide into two documents. Proper practices, the legal requirements for governance and accounts in smaller authorities, and a new guide to the proper practices to support practitioners. It was also agreed to commission a full review of the Annual Governance and Accountability Return (AGAR) forms to support a complete redesign, which is the first step towards digitisation.
- IA423/24 To CONSIDER verbal update on the management of cash funds**
- IA424/24 To CONSIDER Grant Aid Applications:-**
- i) Ladybird Tots and Toddlers (attached)
ii) MHA Live at Home (attached)
- IA425/24 To CONSIDER recommendations to adopt the unchanged Dignity at Work Policy as presented, and to pass a resolution to sign up to the Civility & Respect Pledge. (attached)**
- IA426/24 To NOTE that the Annual Interim Internal Audit is now scheduled to take place with JDH Business Services and initial submissions are to be collated in the week starting 6th January 2025**
- IA427/24 To review and update outstanding actions from previous committee meeting (attached)**
- IA428/24 To NOTE the date of the next meeting**
- Thursday 3rd April 2025 @ 4pm.

Circulation:-

Committee: Cllr K. Booker, Cllr J. Coulson, Cllr L. Jenks, Cllr G. Kerr, Cllr E. Moore, Denise Reynolds

For Information:

Councillors: Cllr R. Cox, Cllr E. Bird, Cllr B. Haddon, Cllr J. Horne, Cllr D. Marriott, Cllr T. Tarran, Cllr G. Tonkinson, Cllr Z. Turner, Cllr P. Williamson

Officers: H. Howse (Administration Officer)

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