



SHIFNAL TOWN COUNCIL

Minutes of the Internal Audit Committee Meeting
Held on Thursday 9th January 2025, 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)

IA412/24 Fire Safety Announcement

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

IA413/24 Public Session

None

IA414/24 Apologies received from Councillors

No Apologies were received prior to the meeting.

Members RESOLVED to NOTE the absence of Cllr L Jenks.

NOTED

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.

Pecuniary Interests – None

Non-Pecuniary Interests – None

IA416/24 Minutes of Previous Meetings

- i) Member RESOLVED to CONFIRM the Minutes of the Internal Audit Committee Meeting held on Thursday 5th September 2024 and they were formally SIGNED by the Chairman.

APPROVED

- ii) Members NOTED the meeting called for Thursday 5th December did not proceed due to inquorate declaration and the minutes of the meeting were formally SIGNED by the Chairman.

The Chairman proposed to re-order the business of the meeting and to address item **IA421/24** prior to all other business.

Members RESOLVED to APPROVE the re-order of business.

IA421/24 To CONSIDER 2nd draft report on the Precept Budget setting

Members considered the 2nd draft report as presented by the Town Clerk/RFO. Following a line by line consideration of the proposed budget the following recommended amendments were agreed:

- i) To insert a £10,000 budget for the Neighbourhood/Local Plan (28), fully funded by the existing earmarked reserves for this purpose and release all other associated earmarked reserves to General Reserves.
- ii) To reduce the proposed budget for the St Andrew's Churchyard Maintenance (36) to £15,000 and extend the refurbishment period for the rectification works on the pathways.
The Town Clerk/RFO must note this would be against her recommendation due to significant Health & Safety concerns and the inflation of costs associated with accepting this change to the programme of works already approved by Council.
- iii) To reduce the proposed budget for Planters/Fertilisers/Plants (39) to £13,000 and consider not supplying any displays for the winter season.
- iv) To reduce the proposed budget for the Events (37) to £27,000 and consider not providing a May event.
- v) To ask Council to consider the Marketing, Publicity & Consultation (20) budget and the Online Technology Events (72) budget, to look for further savings in these budget lines.
- vi) Following these amendments the members agree for the Town Clerk/RFO to produce an amended budget for precept document to include all of the other recommendations on budget expenditure and use of unspent or earmarked reserves for consideration by Council.

Members RESOLVED to make the above recommendations on the consideration of the budget for precept for the financial year 2025/26 which would indicate a final budget of £565,036.43 and attract an increase of £6.5% or £9.55 annually per band D property.

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.

Members RESOLVED to defer this business to the next meeting of the committee.

APPROVED

IA418/24 To CONSIDER Neighbourhood Fund Policy

Members RESOLVED to defer this business to the next meeting of the committee.

APPROVED

IA419/24 To CONSIDER the draft Financial Regulations document

Members RESOLVED to defer this business to the next meeting of the committee.

APPROVED

IA420/24 To CONSIDER the Advisory Committee Terms of Reference

Members RESOLVED to defer this business to the next meeting of the committee.

APPROVED

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.

Members RESOLVED to defer this business to the next meeting of the committee.

APPROVED

IA423/24 To CONSIDER verbal update on the management of cash funds

Members RESOLVED to defer this business to the next meeting of the committee.

APPROVED

IA424/24 To CONSIDER Grant Aid Applications:-

- i) Ladybird Tots and Toddlers (attached)
- ii) MHA Live at Home (attached)

Members RESOLVED to defer this business to the next meeting of the committee.
APPROVED

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

Members RESOLVED to defer this business to the next meeting of the committee.

APPROVED

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

Members RESOLVED to defer this business to the next meeting of the committee.

APPROVED

IA427/24 To review and update outstanding actions from previous committee meeting

Members RESOLVED to defer this business to the next meeting of the committee.

APPROVED

IA428/24 To NOTE the date of the next meeting

Members RESOLVED to schedule an additional meeting on Thursday 6th February 2025 @ 4pm to address all deferred business.

APPROVED

This meeting was closed by the Chairman at 17.30hours.