



## SHIFNAL TOWN COUNCIL

### Minutes of the Extraordinary Internal Audit Committee Meeting Held on Thursday 6<sup>th</sup> February 2025, commencing at 4.00pm At Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ.

**Present:** Councillors: K. Booker (Chairman), J. Coulson, L. Jenks, G. Kerr,

**In attendance:** D. Reynolds (Town Clerk)

**IA544/24 Fire Safety Announcement**

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

**IA545/24 Public Session**

None

**IA546/24 Apologies received from Councillors**

Cllr E. Moore – Health

ACCEPTED

**IA547/24 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 – Cllr G. Kerr – IA556/24 iii)

**IA548/24 Minutes of Previous Meetings**

- i) Member RESOLVED to CONFIRM the Minutes of the Internal Audit Committee Meeting held on Thursday 9<sup>th</sup> January 2025 and they were formally SIGNED by the Chairman.

**IA549/24 To CONSIDER Neighbourhood Fund Policy**

Members RESOLVED to recommend to Full Council the adoption of the Neighbourhood Fund Policy as presented with an amendment to bullet point 9, page 2 to read as follows:

"The project either directly constitutes or supports the priorities of Shifnal Town Council and/or meets the vision, goals or policies of the Neighbourhood and Place Plans."

APPROVED

**IA550/24 To CONSIDER the draft Financial Regulations document**

Members RESOLVED to recommend to Full Council the adoption of the Financial Regulations document as presented.

APPROVED

**IA551/24 To CONSIDER the Advisory Committee Terms of Reference**

Members RESOLVED to recommend to Full Council the adoption of the Advisory Committee Terms of Reference as presented.

APPROVED

**IA552/24 To CONSIDER the 3<sup>rd</sup> Quarter financial review documents**

- i) Members RESOLVED to recommend to Full Council the acceptance of the 3<sup>rd</sup> quarter budget review to 31<sup>st</sup> December 2024.

APPROVED

- ii) Members RESOLVED to recommend to Full Council the acceptance of the 3<sup>rd</sup> quarter bank reconciliation to 31<sup>st</sup> December 2024. Member signature to confirm accuracy is required. (ACTION)

APPROVED

**IA553/24** 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 NOTE the update.

**IA554/24 To CONSIDER verbal update on the management of cash funds**

Members RESOLVED an action for the Responsible Finance Officer to add an instruction on the movement of cash funds between relevant Council bank accounts to the annual review of reserves and investments. (ACTION)

APPROVED

**IA555/24 To CONSIDER Grant Aid Applications:-**

**i) Ladybirds Tots and Toddlers**

Members RESOLVED to recommend to Full Council the award of £670.00 to Ladybirds Tots and Toddlers.

APPROVED

**ii) MHA Communities Shifnal and District**

Members RESOLVED to recommend to Full Council the rejection of an application from MHA Communities Shifnal and District due to non-compliance with the Council grant funding policy.

Cllr G. Kerr agreed to meet with MHA representatives to advise on alternative funding sources. (ACTION)

APPROVED

**IA556/24 To CONSIDER recommendations in regard to Standards in Local Council:-**

**i) Members RESOLVED to recommend to Full Council the adoption of the unchanged Dignity at Work Policy as presented.**

APPROVED

**ii) Members RESOLVED to recommend to Full Council to sign up to the Civility & Respect Pledge.**

APPROVED

Cllr G. Kerr left the meeting at 16.52 hrs

**iii) Members RESOLVED to recommend responses as indicated to the consultation on Strengthening the Standards and Conduct Framework for Local Authorities for England open to 26<sup>th</sup> February 2025.**

APPROVED

Cllr G. Kerr returned to the meeting at 17.21 hrs

**IA557/24 To review and update outstanding actions from previous committee meeting**

Members RESOLVED to accept that all actions had been completed.

**IA558/24      To NOTE the date of the next meeting**

Thursday 3<sup>rd</sup> April 2025 at 4pm.

NOTED.

This meeting was closed by the Chairman at 17.23 hours.