



SHIFNAL TOWN COUNCIL

**Minutes of the Extraordinary Internal Audit Committee Meeting
Held on Thursday 6th March 2025, commencing at 4.00pm
At Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ.**

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

In attendance: D. Reynolds (Town Clerk)

IA638/24 Fire Safety Announcement

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

IA639/24 Public Session

None

IA640/24 Apologies received from Councillors

Cllr E. Moore – Health

ACCEPTED

IA641/24 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.

IA642/24 Minutes of Previous Meetings

- i) Member RESOLVED to CONFIRM the Minutes of the Extraordinary Internal Audit Committee Meeting held on Thursday 6th February 2025 and they were formally SIGNED by the Chairman.

IA643/24 To CONSIDER Internal Auditor Interim Report

Members RESOLVED to make a recommendation to Full Council to note the report and actions as indicated by the RFO.
The Town Clerk to refer back to JDH Business Services on the two older outstanding notes to confirm the Council's compliance with these matters.
(ACTION)

IA644/24 To CONSIDER the internal control procedures for the Council and agree an action for undertaking a review of such within this financial year

Members RESOLVED to make a recommendation to Full Council that an examination of Internal Controls be carried out bi-annually based on the checklist presented by the RFO. This action to be instigated in the financial year 2025/26. (ACTION)

IA645/24 To CONSIDER update on the use of the Edge accounting package in relation to procurement procedures and budgetary reporting to be started on 1st April 2025 for the new financial year

Members RESOLVED to make a recommendation to Full Council that a trial period of budgetary reporting be instigated utilising the document as presented by the RFO and directly produced by the accounting package. This trial to be instigated in the financial year 2025/26 with a review prior to the end of the year. (ACTION)

IA646/24 To CONSIDER plan for CIL monies

- i) To CONSIDER CIL Neighbourhood Fund position at 27th February 2025 and proposed projects.

Members RESOLVED to NOTE the presented document and make a recommendation to Full Council to consider proposed projects to utilise the funds. The Town Clerk to distribute an email to all members to ask for feedback for consideration at the March Full Council Meeting. (ACTION)

- ii) To CONSIDER application received from Shifnal Cricket Club.

Members RESOLVED to ask the Town Clerk to seek the following evidence prior to a further consideration by the Committee at the April committee meeting and in line with the Council policy:

- an increase in membership/usage linked to increased development in the Town and
- consideration of applications to funding sources outside the sports/cricket areas or use of crowd funding options.

(ACTION)

IA647/24 To review and update outstanding actions from previous committee meetings

1095 – Completed
1125 – Move to June 2025
1126 – Move to April 2025

IA648/24 To NOTE the date of the next meeting

Thursday 3rd April 2025 @ 4pm.

NOTED.

This meeting was closed by the Chairman at 17.07 hours.