

**MAGHULL TOWN COUNCIL**  
**AUDIT & GOVERNANCE COMMITTEE MEETING**  
**HELD 19<sup>TH</sup> JUNE 2013**

54. PRESENT – Councillor S. Kermode (In The Chair) and Councillors : P. McKinley, D. Jones. Miss E. Skelly (Acting Interim Executive Officer), Mrs. P. M. Annal (Minutes)

Before the meeting commenced, the Chairman explained that this Committee Meeting should have taken place before the Full Council Meeting but in order to ensure that the Committee would be quorate, it was appropriate for the Audit Committee meeting to be held after the Full Council meeting

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55. WELCOME BY THE CHAIRMAN – The Chairman welcomed colleagues to the meeting.

56. APOLOGIES FOR ABSENCE – *RECEIVED* from Councillors : (Mrs) J. Deegan, P. Dowd, A. Robertson, A. Blackburn

57. DECLARATION OF INTERESTS (MEMBERS AND OFFICERS) – None indicated.

58. MINUTES – *RESOLVED* that the **Minutes of an Audit & Governance Committee Meeting, held 6<sup>th</sup> March 2013** – copies of which have been printed and circulated – be taken as read and signed by the Chairman. *PROPOSED* by Councillor S. Kermode, *SECONDED* by Miss E. Skelly (Acting Interim Executive Officer) – *AGREED UNANIMOUSLY*.

59. MATTERS ARISING - No specific issues were raised. However, Members asked for an update on the Xpresso Coffee Shop. The Acting Interim Executive Officer stated that this will be discussed at a future meeting of the Amenities & Town Hall Committee on 17<sup>th</sup> July 2013.

60. INTERNAL AUDIT REPORT QUARTER 4 AND ACTION PLAN – The Acting Interim Executive Officer highlighted that there is only one Action Plan to cover both the Internal Audit Report and Internal Audit Annual Summary Report. She then gave a brief overview of the Action Plan for Member's information.

The Chairman invited comments from Elected Members regarding the Internal Audit Report. Members did not highlight any areas of concern and were happy with the report. To this end it was *PROPOSED* by Councillor P. McKinley that the Internal Audit Report Quarter 4 and Action Plan be approved and *ACCEPTED*, this was *SECONDED* by Councillor D. Jones and *AGREED UNANIMOUSLY*.

61. INTERNAL AUDIT ANNUAL SUMMARY REPORT - Elected Members were happy with the Annual Summary Report and noted the contents therein. It was *PROPOSED* by Councillor S. Kermode that the Internal Audit Annual Summary Report be approved and *ACCEPTED*, this was *SECONDED* by Councillor D. Jones and *AGREED UNANIMOUSLY*.

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62. DIGNITY AT WORK POLICY - The Acting Interim Executive Officer stated that this Policy has now been introduced, and the Town Council have adapted the main content of the Policy from Sefton MBC Dignity at Work Policy. She further stated that once this has been ratified by Full Council it will be issued to all members of Maghull Town Council staff. It was *PROPOSED* by Councillor S. Kermode, *SECONDED* by Councillor D. Jones that the Council approve and *ACCEPT* this Policy – *AGREED UNANIMOUSLY*.

63. CHAIRMAN'S REPORT - Councillor S. Kermode took this opportunity to thank former Councillor Sandra Williams for all her hard work over the last two years, and as a Chairman of this Committee, for her commitment to ensuring that the governance of the Council was maintained and for finalising the Standing Orders and Financial Regulations of the Council.

64. ANY OTHER BUSINESS – None indicated.

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**CHAIRMAN**

