

MAGHULL TOWN COUNCIL
AUDIT & GOVERNANCE COMMITTEE MEETING
HELD 9TH OCTOBER 2013

178. PRESENT - Councillor S. Kermode (In The Chair) and Councillors : P. McKinley, A. Blackburn, (Mrs) J. Deegan. Miss E. Skelly (Acting Interim Executive Officer), P. M. Annal (Minutes)

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

180. APOLOGIES FOR ABSENCE – *RECEIVED* from Councillors : D. Jones, A. Robertson

181. DECLARATION OF INTERESTS (MEMBERS AND OFFICERS) – None Indicated.

182. MINUTES – *RESOLVED* that the Minutes of an **Audit & Governance Committee Meeting, held 19th June 2013** – copies of which have been printed and circulated – be taken as read and signed by the Chairman. *PROPOSED* by Councillor (Mrs) J. Deegan, *SECONDED* by Councillor A. Blackburn – *AGREED UNANIMOUSLY*.

183. INTERNAL AUDIT REPORT QUARTER 1 AND ACTION PLAN - The Acting Interim Executive Officer, Miss Skelly, addressed this issue and informed Members that although the Internal Audit of the Council is carried out by Alexander Myerson, a new representative from this organisation has been appointed to carry out all future Internal Audits.

She stated that it was a good report across the board and that the Internal Auditor had been quite thorough in his findings. She highlighted the areas of concern from the Report and as detailed on the Action Plan.

Raising of Credit Notes relating to room hire - Miss Skelly informed Members that she authorises and signs all credit notes in order to minimise any risk. She confirmed that the Bookings Co-ordinator would manage all aspects of the bookings processes and assign specific tasks to the Admin Apprentice.

Quality of Service Policy - Miss Skelly confirmed that Maghull Town Council do not currently have a 'Quality of Service Policy'. She stated that maybe this is something that the new Town Clerk can progress when in post. She further stated that the Policy would provide feedback from the public i.e. complaints, and ideas on how the Council can improve its service to the public. The Policy would also incorporate The Venue Function room within the Town Hall.

Disclosure of Pecuniary Interest Forms - Miss Skelly highlighted to Members that this form needs to be considered and completed every twelve months. If there are any changes to Elected Members circumstances, then the Admin Office must be informed in order that the Pecuniary Interest Forms are kept up to date. The forms should be completed at the beginning of every new financial year. The Mayoral Secretary will oversee this process.

MINUTES OF AN AUDIT & GOVERNANCE COMMITTEE MEETING, HELD 9TH OCTOBER 2013 (MIN. NO. 183) CONT'D

The Chairman, Councillor S. Kermode highlighted the following area of concern and asked the Acting Interim Executive Officer to comment :-

Review of risk assessment report – Councillor S. Kermode enquired as to when the Town Clerk is going to review the risk register, as it has been noted that this should be reviewed every six months. Miss Skelly responded that this will be an item on the next Full Council. He further asked if the double rating would be highlighted on the risk register due to the high level of risk. Miss Skelly confirmed that this would be amended on the risk register to identify that the double rating has completely gone.

To this end it was *PROPOSED* by Councillor P.McKinley that the Internal Audit Report Quarter 1 and Action Plan be approved and *ACCEPTED*, this was *SECONDED* by Councillor (Mrs) J. Deegan and *AGREED UNANIMOUSLY*.

184. CHAIRMAN'S REPORT - The Chairman Councillor S. Kermode did not have anything specific to report. However, he took this opportunity to thank the Acting Interim Executive Officer for her hard work in ensuring the Council received a favourable report from the Internal Auditors. He also wished to thank former Councillor Sandra Williams and as a Chairman of this Committee, for her commitment to ensuring the governance of the Council was maintained.

185. ANY OTHER BUSINESS – None indicated.

CHAIRMAN