

MAGHULL TOWN COUNCIL
AUDIT AND GOVERNANCE COMMITTEE MEETING
HELD 9TH JUNE 2011

42. PRESENT – Councillor (Ms) S. Williams (In The Chair) and Councillors : S. Kermode, C. Traynor. Mr. John Farrell (Interim Town Clerk), Miss E. Skelly (Finance & Projects Officer), Mrs. P.M. Annal (Minutes)

43. APOLOGIES FOR ABSENCE – *RECEIVED* from Councillors : A. Blackburn, R. Knight

44. DECLARATION OF INTERESTS (MEMBERS AND OFFICERS) – Councillor A. Robertson declared an interest in any discussion relative to Taxation.

45. MINUTES – *RESOLVED* that the **Minutes of an Audit & Governance Committee Meeting, held 16th March 2011** – copies of which have been printed and circulated – be taken as read and signed by the Chairman. *PROPOSED* by Councillor A. Robertson, *SECONDED* by Councillor C. Traynor – *AGREED UNANIMOUSLY*.

46. MATTERS ARISING – Councillor S. Kermode referred to **minute number 332. Internal Audit Report** and expressed a minor concern relative to the **‘Review and testing of Petty Cash Receipts’**. The Finance & Projects Officer responded that the petty cash receipts require two signatures. This point was highlighted by the internal auditors to minimise risk.

47. APPROVAL OF AUDIT PLAN – The Interim Town Clerk referred Members to the Audit Plan, which gives details of scheduled visits, by the Internal Auditors, for the coming year. It also gives details of the scope of work the Auditors will be looking at on their visits.

A brief discussion followed, in which Councillor S. Kermode enquired what the petty cash is used for. The Finance & Projects Officer responded that the petty cash is used for ad hoc purchases from suppliers that the Council do not have an account with. She also confirmed that only £200 / £300 is kept in the petty cash tin in order to minimise risk.

To this end, it was *PROPOSED* by Councillor C. Traynor, *SECONDED* by Councillor A. Robertson that the Audit Plan be *APPROVED* – *AGREED UNANIMOUSLY*.

48. ENGAGEMENT OF INTERNAL AUDITORS - The Chairman, Councillor (Ms) Williams, queried the cost of the services of the Internal Audit. In response the Interim Town Clerk confirmed the cost of £7,434 plus vat as being correct, and is reflective of the number of visits carried out by the Internal Audit.

To this end, it was *PROPOSED* by Councillor A. Robertson, *SECONDED* by Councillor C. Traynor that Alexander Myerson be retained as Internal Auditors for Maghull Town Council – *AGREED UNANIMOUSLY*.

49. REVIEW OF INSURANCE ARRANGEMENTS – The Interim Town Clerk referred to this item and informed Members that the Council’s Insurance Policy is with Aviva. He highlighted details of the Insurance premiums which had been previously circulated for information purposes.

A brief discussion ensued, and responses given by the Interim Town Clerk and Finance & Projects Officer, Members *NOTED* the review of Insurance Arrangements.

50. CHAIRMAN'S REPORT – Nothing to Report

51. EXCLUSION OF PRESS & PUBLIC - It was *PROPOSED* by Councillor A. Robertson, *SECONDED* by Councillor S. Kermode and *AGREED UNANIMOUSLY* that members of the Press and Public be *EXCLUDED* from the remainder of the meeting, due to the confidential nature of the business to be transacted.

CHAIRMAN

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52. PRESENT – Councillor (Ms) S. Williams (In The Chair) and Councillors : S. Kermode, C. Traynor. Mr. John Farrell (Interim Town Clerk), Miss E. Skelly (Finance & Projects Officer), Mrs. P.M. Annal (Minutes)

53. APOLOGIES FOR ABSENCE – *RECEIVED* from Councillors : A. Blackburn, R. Knight

54. DECLARATION OF INTERESTS (MEMBERS AND OFFICERS) – Councillor A. Robertson declared an interest in any discussion relative to Taxation.

The following issues were discussed 'In Committee' at a meeting of the Audit & Governance Committee, held 9th June 2011

55. ANNUAL AUDIT REPORT 2010/2011 - The Interim Town Clerk, Mr. John Farrell addressed this item and informed Members that an Annual Report has been produced by the internal Auditors. This Report covers the major issues raised during the Auditors quarterly visits, and issues required to be assessed as part of the Annual Return.

The Chairman Councillor (Ms) Williams highlighted the following issues :

Sage System – Change of Passwords. The Finance & Projects Officer confirmed that the passwords on the Sage system will be changed every three months, and will ensure that users of the system will comply with this request

Purchasing System – Authorising Invoices for payment. The Finance & Projects Officer confirmed that she authorises the Invoices for payment, and ensures that the relevant purchase order number is detailed on all correspondence received.

Debtors/Creditors – Late payment of Football Pitch Hire invoices - The Finance & Projects Officer highlighted one football invoice had to be 'written off', as the club concerned were struggling to pay the pitch hire and subsequently the club dissolved. Miss Skelly (Finance Officer) confirmed that in order to avoid this happening in future, the football clubs will be allowed to pay the invoice in two instalments.

A brief discussion took place regarding photocopying charges. It was understood that two charges apply : 10p and 3p : Members felt it appropriate that only one charge of 5p per copy be charged – *NOTED*

56. INTERNAL AUDIT REPORT, QUARTER 4 2010/2011 AND ACTION PLAN – The Finance & Projects Officer referred to an on-going item on the Action Plan, namely, the Quality and Assurance form/policy. The form/policy will be set up in order that users of the Town Hall complex may submit their comments/views on all aspects of the services provided by Maghull Town Council. The Chairman Councillor (Ms) S. Williams stated that she would like to see a 'traffic light' system in place on the Action Plan, which would determine the level of priority against issues detailed on the Plan.

