

MAGHULL TOWN COUNCIL
AUDIT & GOVERNANCE COMMITTEE
MEETING – HELD 21ST SEPTEMBER 2011

99. PRESENT – Councillor (Ms) S. Williams (In The Chair) and Councillors : S. J. Kermode, P. Dowd. Mr. M. E. Julius (Town Clerk & Treasurer), Miss E. Skelly (Finance & Projects Officer/Minutes).

ALSO PRESENT – Councillor (Mrs) R. Knight, Mr. Paul Rothwell (Alexander Myerson & Co. / Internal Auditor for Maghull Town Council).

100. WELCOME BY CHAIRMAN – The Chairman, Councillor (Ms) S. Williams welcomed colleagues and Mr. Paul Rothwell (Alexander Myerson) to the meeting.

101. APOLOGIES FOR ABSENCE – *RECEIVED* from Councillor A. Robertson.

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

103. PRESENTATION BY INTERNAL AUDITORS ALEXANDER MYERSON & CO – Mr. Paul Rothwell introduced himself to the Committee and explained that Alexander Myerson & Co., as the Town Council's Internal Auditor visit the Town Hall four times per year and produce an Audit Report which highlights any weaknesses in internal controls.

Mr. Rothwell then did an overview of the Internal Audit Report as follows :-

Checks/test systems

Coding checked on invoices and are correct

Petty Cash

This is perceived as a high risk as there is cash on the premises, but generally speaking the controls are very good

Wages & Salaries

The personnel file of one member of staff was not up to standard. However the employee has since left the organisation.

Room Hire – Run very well and no issues of concern found

Debtors/Creditors – Run very well and no issues of concern found

Budgets – No issues of concern found

Precept – All monies received and no issues of concern found

*Minutes of an Audit & Governance Committee Meeting, held 21st September 2011
..... (Min. No. 103) cont'd*

Review of Code of Conduct procedures – These have been undertaken and found to be correct.

104. MINUTES – *RESOLVED* that the **Minutes of an Audit & Governance Committee Meeting, held 9th June 2011** – copies of which have been printed and circulated – be taken as read and signed by the Chairman. *PROPOSED* by Councillor P. Dowd, *SECONDED* by Councillor S. Kermode – *AGREED UNANIMOUSLY*.

105. MATTERS ARISING – The following issues were highlighted :

Councillor A. Robertson – omitted from the attendance list on the last meeting. This will be amended

Councillor P. Dowd referred to the ‘Confidential’ section of committee meetings. It is understood that some issues do need to be discussed ‘Confidentially’, but felt it appropriate that as much discussion as possible be transacted in ‘open meeting’. He asked that the ‘Confidential’ section of this Committee meeting be removed. The ‘Confidential’ aspect of future committee meetings will be discussed further at a meeting of the Finance & General Purposes Committee.

Councillor (Ms) S. Williams – referred to the photocopier and reiterated that it should only be used for Council business, and operated by Administration Staff.

106. PRESENTATION OF FACILITIES MANAGER/REVIEW OF COUNCIL VEHICLES – The Facilities Manager, Mr. Peter Taylor presented an account of the Council’s Vehicles and informed Members that with the disposal of the Kubota Mower, as it is not fit for purpose, the Facilities Department would still have sufficient equipment to take on additional land from Sefton Council.

Following a short discussion, Members felt it appropriate to refer this issue to a future meeting of the Finance & General Purposes Committee, in order that the decision to dispose of this piece of equipment can be granted. *PROPOSED* by Councillor S. Kermode, *SECONDED* by Councillor P. Dowd – *AGREED UNANIMOUSLY*.

107. FINANCE STATEMENTS AS AT 31ST AUGUST 2011 – The Chairman highlighted the following points requiring attention :-

Breakdown of projects expenditure to date compared to budgets

Breakdown of Income & Expenditure compared to budgets

108. INTERNAL AUDIT REPORT – This was discussed earlier in the meeting – *minute number 103 refers*.

109. CHAIRMAN'S REPORT – Nothing to report.

CHAIRMAN