



MINUTES OF THE FULL COUNCIL (GENERAL PURPOSE AND FINANCE) 18 JUNE 2019

PRESENT

Councillor A Bishop (In the Chair for the commencement of the Meeting)
K Smith took the Chair on being Elected

Councillor: (Mrs) J Bishop
G Evans
N Gardiner
(Mrs) J Murphy
P Newton-Smith
(Mrs) M Penny
K Saunders
(Mrs) L Vardy
R Williams
S Wolfensohn

IN ATTENDANCE

Four Members of the Public and one Member of the Press.

ELECTION OF CHAIRMAN

1. a. Resolved by Councillor (Mrs) L Vardy and seconded by Councillor (Mrs) J Murphy to elect Councillor A Bishop as Chairman of the Full Council General Purposes & Finance Group.
- b. Resolved by Councillor S Wolfensohn and seconded by Councillor P Newton-Smith to elect Councillor K Smith as Chairman of the Full Council General Purpose & Finance Group.

Five Councillors voted for Councillor A Bishop, six Councillors voted for Councillor K Smith.

Councillor K Smith was duly appointed and took the Chair.



APOLOGIES

2. Councillors G Olley, (Mrs) P Webster and S Weisinger (Chairing Audit Committee at Swindon Borough Council (SBC).
Councillor N Gardiner gave his apologies for his late arrival.

ELECTION OF VICE-CHAIRMAN

3. Resolved by Councillor (Mrs) L Vardy and seconded by Councillor (Mrs) J Bishop to elect Councillor G Evans as Vice Chairman of the Full Council General Purposes and Finance Group. Voting was unanimous and Councillor G Evans was duly appointed.

DECLARATIONS OF INTEREST

4. Councillor R Williams declared an interest in Highworth Market and, apart from giving his report, would have left the meeting had there been any debate on the Market.

HIGHWORTH MARKET

5.
 - a. Correspondence. None.
 - b. Market Manager's Report. The Fishmonger has left the Market and a new one is currently being sought. A new stall selling cupcakes etc. is to start on 6 July. The Market was short on Traders this weekend due to a vehicle breakdown and one being away for three weeks.
 - c. The accounts as listed on pages G6 to G7 were passed.

CORRESPONDENCE

6.
 - a. Letter from Highworth Youth Nexus requesting a £5000.00 Grant towards the coming year's expenditure. It was agreed that a representative of Nexus is to be invited to a future Meeting to enable Councillors to be fully informed, before they make a decision.

TO ELECT A POLICIES COMMITTEE

7. Councillors K Smith and K Saunders were duly elected to this Committee, the Assistant Town Clerk is also to attend meetings.

TO ELECT A STAFFING COMMITTEE

8. The Chairman and Vice-Chairman are automatically appointed to this Committee. The following three further members were elected: Councillors (Mrs) J Murphy, P Newton-Smith and (Mrs) M Penny.

CAGES AT TESCO, NEWBURGH PLACE

9. Councillor (Mrs) M Penny has been advised by a Swindon Borough Council Officer, that the large number of stock cages at the rear of the shop are on land belonging to Tesco so SBC is unable to ask them to be moved. Tesco has successfully removed a number of them already.

Councillor A Bishop has spoken to the Store Manager, and she is to try to have them collected more frequently.

ACCOUNTS

10. The accounts as listed on pages G8 to G12 were passed and payment of bills authorised.

- Allocated Reserves is to be a future Agenda Item.
- Additional Bank Signatories: Councillors K Smith, (Mrs) J Bishop, G Evans and K Saunders have agreed to be added to the Bank Mandate.
- **The Councillors carried out a review on the principles of how internal audit is carried out and agreed them using the check list attached.**

TO ADOPT STANDING ORDERS AND CODE OF CONDUCT

11. The Standing Orders and Code of Conduct are to be reviewed by the Policy Committee before being put before the Council for Adoption.

TO RE-ADOPT FINANCIAL STANDING REGULATIONS*

12. Resolved by Councillor A Bishop and seconded by Councillor K Saunders to re-adopt the Financial Standing Orders attached to these Minutes. Carried unanimously. The Financial Standing Orders were duly re-adopted.

TO RE-ADOPT FINANCIAL RISK ASSESSMENT/AFFIRM INTERNAL FINANCIAL CONTROLS*

13. Resolved by Councillor A Bishop and seconded by Councillor K Saunders to re-adopt the Financial Risk Assessment/Parish Council Risk Schedule and to re-affirm Internal Controls copies attached to these Minutes. Carried unanimously. The Financial Standing Orders and Parish Risk Schedule were duly adopted and Internal Controls re-affirmed.

TO RE-APPOINT “AUDITING SOLUTIONS LTD” AS INTERNAL AUDITORS

14. Resolved by Councillor A Bishop and seconded by Councillor K Saunders to re-appoint “Auditing Solutions Ltd” as Internal Auditors for Highworth Town Council. Carried unanimously. “Auditing Solutions Ltd” was re-appointed as Internal Auditors.

TO ACCEPT THE INTERNAL AUDIT REPORT

15. Resolved by Councillor A Bishop and seconded by Councillor K Saunders to adopt and approve the Internal Auditor’s report for the Financial Year 2018/2019. Carried Unanimously. The report was duly adopted.

TO ADOPT AND APPROVE ANNUAL GOVERNANCE STATEMENT AND AUDIT REPORT

16. Resolved by Councillor A Bishop and seconded by Councillor K Saunders to adopt and approve the Annual Governance Statement, Annual Accounting Statement and Accounts for year 2018/2019, copies circulated to Councillors.

The Annual Governance Statement, Annual Accounting Statement and Accounts for year 2018/2019 were duly adopted and approved.

MEMBERS BUSINESS

17. a. Councillor S Wolfensohn. Action points from Meetings are to be circulated to Councillors with the Minutes.
- b. Councillor (Mrs) M Penny. The Clerk is to investigate the feasibility and legality of allowing proxy voting at Council Meetings which is then to be an Agenda item at a future meeting.
- c. Councillor G Evans. The Clerk is to consider numbering Agenda papers when there are a large number of documents.

The Meeting closed at 7.55pm.

INTERNAL AUDIT REVIEW CHECKLIST – MEETING STANDARDS

Expected Standard	Evidence of Achievement	Yes or No
1. Scope of Internal Audit	Terms of reference for internal audit were (re)approved by full council on 18 June 2019. Internal audit work takes into account both the Council's risk assessment and wider internal control arrangements. Internal audit work covers the Council's anti-fraud and corruption arrangements.	Yes
2. Independence	Internal audit has direct access to those charged with governance (see Financial Regulations) Reports are made in own name to management. Internal audit does not have any other within the council.	Yes
3. Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Yes
4. Relationships	The responsible officer (Clerk and RFO) is consulted on the internal audit plan. (Evidence is on audit files) Respective responsibilities for officers and internal audit are defined in relation to internal control risk management and fraud and corruption matters (job descriptions and engagement letter) The responsibilities of council members are understood; training of members is carried out as necessary.	Yes
5. Audit planning and reporting	The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council on 18 June 2019. Internal audit has reported in accordance with the plan on 18 June 2019.	Yes

INTERNAL AUDIT REVIEW CHECKLIST – CHARACTERISTICS OF EFFECTIVENESS

Characteristic of Effectiveness	Evidence of Achievement	Yes or No
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs.	Yes
Understanding the whole organisation its needs and objectives.	The annual audit plan demonstrates how audit work will provide assurance for the Council's Annual Governance Statement.	Yes
Be seen as a catalyst for change	Internal audit supports the Council's work in delivering improved services for community.	Yes
Add value and assist the organisation in achieving its objectives	The Council makes positive responses to internal audit recommendations and follows up with action where this is called for.	Yes
Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new development in the services, risk management and corporate governance.	Yes
Be challenging	Internal audit focuses on the risks facing the Council Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	Yes
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the Council and the legal and corporate framework in which it operates.	Yes

Those items marked with an asterisk will be appended to the copy of the Minutes in the Minute Book.