



MINUTES OF THE FULL COUNCIL (GENERAL PURPOSE AND FINANCE) 5 JUNE 2018

PRESENT

Councillor A Bishop (In the Chair)

Councillor: R Acres
P Adams
(Mrs) J H Bishop
(Mrs) J Clark
(Mrs) A M Durrant
G Edwards
N Gardiner
(Mrs) A H Livall
K Smith
(Mrs) L Vardy
(Mrs) P M Webster

IN ATTENDANCE

1 Member of the public, R Williams (Market Manager)

ELECTION OF CHAIRMAN

1. Councillors unanimously agreed that, even though the three Group meetings, General Purpose & Finance (GP&F), Environment and Leisure (E&L) and Planning are now Full Council Meetings, should logically be chaired by the Council Chairman, for reasons of effective management each Group should elect its own Chairman and Vice Chairman.

Resolved by Councillor (Mrs) J Clark and seconded by Councillor (Mrs) L Vardy to elect Councillor S Weisinger as Chairman of the Full Council General Purposes & Finance Group. Voting was unanimously in favour. Councillor S Weisinger was duly appointed.



APOLOGIES

2. Councillors C Adams, (Mrs) M R Penny and S Weisinger (Chairing Audit Committee at SBC)

ELECTION OF VICE-CHAIRMAN

3. Resolved by Councillor (Mrs) J Clark and seconded by Councillor R Acres to elect Councillor A Bishop as Vice Chairman of the Full Council General Purposes and Finance Group. Voting was unanimously in favour. Councillor A Bishop was duly appointed.

DECLARATIONS OF INTEREST

4. None.

TO RE-APPOINT PODIUM WORKING PARTY

5. The following Councillors were re-appointed to the Podium Working Party:
Councillor (Mrs) P Webster, (Mrs) J Clark, (Mrs) J Bishop and (Mrs) L Vardy

HIGHWORTH MARKET

6. a. Correspondence. None.
b. Market Manager's Report. The Market continues to grow and is at near capacity. Swindon Borough Council (SBC) has been contacted to confirm what would need to be done to close the road in front of the Highworth Emporium to expand the Market. The footfall has increased since the closure of Blunsdon Market.
Parked cars continue to be a problem on occasion but the Market Manager has resorted to phoning 101 and the cars are being dealt with.
Once the Podium development is under way, Councillors will look at relocating the Market on a temporary basis to the Brewery Street car park.
c. The accounts as listed on pages G6 to G7 were passed.

HIGHWORTH LIBRARY

7. Advice has been given to another Swindon Area Parish Council that it would be Ultra Vires for that Council to give Financial Support to a SBC Library. Having consulted the Local Government Act and taken advice from the Director of Law and Governance for SBC the Clerk's advice is that the provision of a grant to increase and maintain Library hours by Highworth Town Council is lawful. Councillors accepted this advice and unanimously agreed to continue with the financial support of additional Library opening hours.

ACCOUNTS

8. The accounts as listed on pages G8 to G12 were passed and payment of bills authorised.
 - **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 SET DATES FOR CHRISTMAS LIGHTS/TO ADOPT AMENDED SCHEDULE OF MEETINGS

9. Councillors agreed unanimously:
- to set the date for Christmas Lights 2018 as 30 November 2018
 - To accept the new amended schedule of meetings 2018/2019, attached

TO ADOPT STANDING ORDERS AND THE CODE OF CONDUCT*

10. Resolved by Councillor N Gardiner and seconded by Councillor K Smith to re-adopt the Standing Orders and the Code of Conduct attached to these Minutes. Carried unanimously. The Standing Orders and Code of Conduct were duly adopted.

TO ADOPT FINANCIAL REGULATIONS*

11. Resolved by Councillor N Gardiner and seconded by Councillor K Smith to re-adopt the Financial Standing Orders attached to these Minutes. Carried unanimously. The Financial Standing Orders were duly adopted.

TO ADOPT FINANCIAL RISK ASSESSMENT/PARISH COUNCIL RISK SCHEDULE AND TO AFFIRM INTERNAL CONTROLS*

12. Resolved by Councillor N Gardiner and seconded by Councillor K Smith 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-REAPPOINT “AUDITING SOLUTIONS LTD” AS INTERNAL AUDITORS

13. Resolved by Councillor N Gardiner and seconded by Councillor K Smith 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 ADOPT ALL POLICIES

14. Resolved by Councillor N Gardiner and seconded by Councillor K Smith to adopt all Policies, copies circulated to Councillors. Carried unanimously. All Policies were duly adopted.

TO ADOPT AND APPROVE ANNUAL GOVERNANCE STATEMENT, ANNUAL ACCOUNTING STATEMENT AND ACCOUNTS FOR YEAR 2017/2018

15. Resolved by Councillor N Gardiner and seconded by Councillor K Smith to adopt and approve the Annual Governance Statement, Annual Accounting Statement and Accounts for year 2017/2018, copies circulated to Councillors. Carried unanimously, duly adopted. Annual Governance Statement, Annual Accounting Statement and Accounts for year 2017/2018 were duly adopted and approved.

MEMBERS BUSINESS

16. Councillor A Bishop: Correspondence from a resident regarding Open Reach for high speed internet access. Councillor A Bishop is to take this up with Justin Tomlinson. The Town Clerk is to write to SBC to request a progress report.

The Meeting closed at 7.35pm.

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 6 June 2017. 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 7 June 2016. Internal audit has reported in accordance with the plan on 7 June 2016.	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.