

Highworth



Town Council

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PLEASE VISIT OUR WEB-SITE AT:
www.highworthtowncouncil.gov.uk

G1.

MINUTES OF THE GENERAL PURPOSES AND FINANCE COMMITTEE 6 JUNE 2017

PRESENT

Councillor S Weisinger (In the Chair)

Councillor: R Acres
A Bishop
(Mrs) J H Bishop
(Mrs) J Clark
G Edwards
Mrs) M R Penny
K Smith
(Mrs) L Vardy

IN ATTENDANCE

5 Members of the public

ELECTION OF CHAIRMAN

1. Resolved by Councillor A Bishop and seconded by Councillor R Acres to elect Councillor S Weisinger as chairman of the General Purposes and Finance Committee. Voting was unanimous. Councillor Weisinger was duly appointed and remained in the Chair.

APOLOGIES

2. Councillors C Adams (Work), P Adams (Family Commitment), (Mrs) A Durrant (Work), (Mrs) P M Webster (Holiday) N Gardiner (Holiday)



Highworth is a Fair Trade Town



Twinned with Wassenberg



Twinned with Pontorson

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ELECTION OF VICE-CHAIRMAN

3. Resolved by Councillor (Mrs) M Penny and seconded by Councillor R Acres to elect Councillor A Bishop as Vice-Chairman of the General Purposes and Finance Committee. Voting was unanimously in favour. Councillor A Bishop was duly appointed.

DECLARATIONS OF INTEREST

4. None.

PUBLIC QUESTIONS ON AGENDA ITEMS

5. None

HIGHWORTH MARKET

6. a. Correspondence. None.
b. Market Manager's Report.

Things are still ticking over, there is a noticeable fall in revenue for the stalls since the bank closed and took out the ATM. People now have to go to the Co-op for cash, some of whom do not return.

He has placed an advert in the Ripples magazine which is distributed in Lechlade. It is not yet clear that it has made much of a difference so far. He is planning to place adverts in the Shrivenham and Blunsdon magazines.

He has checked the price of pitches on other markets in the local area and ours are about the same as Fairford and Wantage but Lambourne is much cheaper.

He has had an inquiry about a stall from a local person but he is not sure what he be selling, when he knows, he will come back to the Manager.

- c. The accounts as listed on pages G6 to G7 were passed.

CORRESPONDENCE

7. None.

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.**

BANKING ARRANGEMENTS

9. Councillors agreed unanimously to transfer the Councils Reserves into a Term Deposit account to gain a higher interest rate.

TO ACCEPT STANDING ORDERS AND THE CODE OF CONDUCT*

10. Resolved by Councillor S Weisinger and seconded by Councillor (Mrs) M Penny 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 ACCEPT FINANCIAL REGULATIONS*

11. Resolved by Councillor S Weisinger and seconded by Councillor (Mrs) M Penny to re-adopt the Financial Standing Orders attached to these Minutes. Carried unanimously. The Financial Standing Orders were duly adopted.

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

12. Resolved by Councillor S Weisinger and seconded by Councillor (Mrs) M Penny 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 S Weisinger and seconded by Councillor (Mrs) M Penny 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 ANNUAL ACCOUNTS 2016/17

14. The Annual Accounts 2016/17 will be presented at the next Full Council Meeting.

TO ADOPT ALL POLICIES

15. Resolved by Councillor (Mrs) M Penny and seconded by Councillor R Acres to adopt all policies, copies circulated to Councillors. Carried unanimously. All Policies were duly adopted.

Councillors extended their thanks to Miss D Rose for her work on reviewing the Policies.

DATES FOR FIREWORKS AND CHRISTMAS LIGHTS

16. a. It was unanimously agreed the fireworks display will be held on Friday 3rd November 2017. The Town Clerk is to contact Dick Day, Events Co-ordinator for the Police, regarding the event management.

b. It was unanimously agreed the Christmas Light switch on will be held on Friday 24th November 2017.

MEMBERS BUSINESS

17. a. Councillor G Edwards. Something has been in collision with the traffic lights on Swindon Street opposite Cricklade Road and will need to be repaired, Councillor S Weisinger agreed to take this matter up with Swindon Borough Council.
- b. Councillor A Bishop. He requested that the Mayoral board be updated.
- c. Councillor S Weisinger. A breakdown of the financial information relating to the usage of the Community room and Committee room is to be provided to Councillors.

The Meeting closed at 8.30 pm.

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.