

# Highworth



## Town Council

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[www.highworthtowncouncil.gov.uk](http://www.highworthtowncouncil.gov.uk)

G1.

**MINUTES  
GENERAL PURPOSES AND FINANCE COMMITTEE  
7 JUNE 2016**

**PRESENT**

Councillor S Weisinger (In the Chair)

Councillor:  
C A Adams  
P L Adams  
A Bishop  
(Mrs) J H Bishop  
(Mrs) J Clark  
(Mrs) A M Durrant  
G Edwards  
N Gardiner  
Mrs) M R Penny  
(Mrs) L Vardy  
(Mrs) P M Webster

**IN ATTENDANCE**

2 Members of the public.

**ELECTION OF CHAIRMAN**

1. Resolved by Councillor A Bishop and seconded by Councillor (Mrs) M Penny to elect Councillor C Cahill as chairman of the General Purposes and Finance Committee. Voting was 9 for and three abstentions. Councillor C Cahill was duly appointed.



Highworth is a Fair Trade Town



Twinned with Wassenberg



Twinned with Pontorson

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## **APOLOGIES**

2. Councillors G Evans (Business), (Mrs) A Livall and C Cahill and Richard Williams (Market Manager) (Medical Problem)

## **ELECTION OF VICE-CHAIRMAN**

3. Resolved by Councillor (Mrs) J Bishop and seconded by Councillor (Mrs) M Penny to elect Councillor S Weisinger as Vice-Chairman of the General Purposes and Finance Committee. Voting was nine for and three abstentions Councillor S Weisinger was duly appointed. And remained in the Chair in the absence of Councillor C Cahill.

## **DECLARATIONS OF INTEREST**

4. None.

## **HIGHWORTH MARKET**

5.
  - a. Correspondence. None.
  - b. Market Manager's Report. The market has a much happier feel to it and the new signage is bringing in new customers to the market. There have been 5 cars parked on the square and although he is dealing with this in a relaxed manner and it is not a serious problem at the moment, it will become more of a problem as the market grows. There have been enquiries from prospective traders and it is hoped that there will soon be a sweet stall and one or two new lines have been suggested. Councillors are asked to look into obtaining parking permits for the traders' vehicles for Sheep Street. This is to be included on the next Full Council agenda.
  - c. The accounts as listed on pages G 5 to G6 were passed.

## **CORRESPONDENCE**

6. None.

## **COMPLAINT TO CHAIRMAN**

7. A complaint had been made to the Chairman Councillor (Mrs) P M Webster against one of the Councillors and the Clerk. She has investigated the complaint and interviewed both the Councillor And the Clerk and having taken advice from the Chief Legal Officer and Standards Monitoring Officer at SBC has replied to the complainant that there is no case to answer. The file is held in the Council Offices and is open to inspection by Councillors.

**ACCOUNTS**

8. The accounts as listed on pages G7 to G11 were passed and payment of bills authorised.
- **The Councillors carried out an Annual Performance Review of Internal Audit using the checklist attached to these Minutes\* and announced that they were wholly satisfied with the standard of Internal Audit.**

**BANKING ARRANGEMENTS**

9.. The Co-operative Bank will no longer allow us to use fax to make transfers and they insist we use Internet Banking for such transfers. We require to set up Internet Banking to carry out transfers when required. Councillors agreed to the setting up of an Internet Banking site.

**TO ACCEPT STANDING ORDERS AND THE CODE OF CONDUCT\***

10. Resolved by Councillor C Adams and seconded by Councillor A Bihop 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 STANDING ORDERS\***

11. Resolved by Councillor C Adams and seconded by Councillor A Bishop 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/TO AFFIRM INTERNAL CONTROLS\***

12. Resolved by Councillor C Adams and seconded by Councillor A Bishop to re-adopt the Financial Risk Assessment and re-affirm Internal Controls copies attached to these Minutes. Carried Unanimously. The Financial Standing Orders were duly adopted and Internal Controls re-affirmed..

**TO-REAPPOINT "AUDITING SOLUTIONS LTD" AS INTERNAL AUDITORS**

13. Resolved by Councillor C Adams and seconded by Councillor A Bishop to re-appoint "Auditing Solutions Lts" as Internal Auditors for Highworth Town Council. Carried unanimously. "Auditing Solutions Ltd" were re-appointed as Internal Auditors.

**TO RE-ADOPT COMPLAINTS POLICY**

14. Resolved by Councillor C Adams and seconded by Councillor A Bishop to re-adopt Complaints Policy. Carried Unanimously. Complaints Policy was duly re-adopted

**MEMBERS BUSINESS**

15. None.

The Meeting closed at 8.47 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 16 June 2016. 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 2 June 2015. Internal audit has reported in accordance with the plan on 2 June 2015.	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