

FERRYHILL TOWN COUNCIL

Minutes of the meeting of the **CORPORATE GOVERNANCE COMMITTEE** held in the Council Chamber, Town Hall, Ferryhill on **TUESDAY, 5th December 2023 at 6pm.**

PRESENT: Councillor: P Atkinson (Chair)

Councillors: K Conroy, L Fellows, J Makepeace, B Lamb

Officials: L Owens, Town Clerk
G. Fletcher, Internal Auditor

C.G 10.23-24 APOLOGIES FOR ABSENCE

There were no apologies for absence.

C.G 11.23-24 DECLARATIONS OF INTEREST

There were no declarations of interest declared.

C.G 12.23-24 MEMBERS DISPENSATION

There were no members' dispensations in relation to any item of business on the agenda.

C.G 13.23-24 PUBLIC PARTICIPATION

There were no members of the public present at the meeting.

C.G 14.23-24 INTERNAL AUDIT REPORTS

Mr Fletcher discussed his terms of reference and explained that this includes all of his scheduled Audits between April 2023 – December 2023. Mr Fletcher welcomed any comments from Councillors on his reports which all received full assurance from Mr Fletcher.

Mr Fletcher also pointed out that it was refreshing and a credit to all staff at the Town Hall that in the absence of a key member of staff all audits have been to a good standard.

Following a review of each of Mr Fletcher's reports, Members

RESOLVED that:

- a. Payroll – the report be accepted. Councillor J. Makepeace raised a query in respect of payroll and asked if there was a provision in place to cover payroll if the two key staff members who are responsible for payroll are absent from work. The Town Clerk advised that she has been shadowing payroll and will be getting

access to this system, therefore additional cover will always be available.

- b. Tendering and Quotes Procedures – the report be accepted. Councillor K. Conroy commented that it is brilliant to see that we now have full assurance on our Tendering and Quotes Procedure and said that this shows the lessons the Council have learnt in this area, following previously identified weaknesses.
- c. Review of Corporate Governance Arrangements – the report be accepted.
- d. Accounts Payable – the report be accepted. Councillor J. Makepeace commented that he is happy that a robust system is in place for use of the Town Councils debit card, and that this is being adhered to.
- e. Accounts Receivable – the report be accepted. Councillor J. Makepeace commented that any debts should be left on file and only be taken off when paid.

Members thanked Mr Fletcher for his work.

There being no further business the meeting was closed at 6.25 pm.

CERTIFIED AS A TRUE RECORD

CHAIR.....

DATE.....