

FERRYHILL TOWN COUNCIL

Minutes of the meeting of the **CORPORATE GOVERNANCE COMMITTEE** held in the Council Chamber, Town Hall, Ferryhill on **TUESDAY, 14th January 2025 at 6pm.**

PRESENT: Councillor: P Atkinson (Chair)

Councillors: K Conroy, L Fellows, J Makepeace

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

C.G 11.24-25 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor D Farry and Councillor B Lamb.

C.G 12.24-25 DECLARATIONS OF INTEREST

There were no declarations of interest declared.

C.G 13.24-25 MEMBERS DISPENSATION

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

C.G 14.24-25 PUBLIC PARTICIPATION

There were no members of the public present

C.G 15.24-25 REPORT FROM INTERNAL AUDITOR ON COMPLETED AUDITS

Members considered a report from the internal auditor which detailed the audits that he had carried out between September 2024 – December 2024. Mr Fletcher was in attendance and welcomed any comments from Councillors on his reports which all received full assurance from Mr Fletcher.

RESOLVED that:

- a) Payroll – the report be accepted. Councillor L Fellows did ask a question about the payroll been digitised, for example all time sheets being electronic and feeding into the payroll system. The Town Clerk explained how the payroll works and explained that she will look into the query raised by Councillor L Fellows.
- b) Cemeteries – the report be accepted. One comment was received from Councillor L Fellows in relation to cemetery records asking if these are backed up electronically explaining that currently cemetery records are recorded in a book that is

kept in the safe. The Town Clerk advised that she would check this and advise Councillors. Mr Fletcher advised that it may be worth speaking to Seaham Town Council who are currently looking at a package on Rialtas that is specifically for recording burials.

- c) Income Collection and Banking Arrangements – the report be accepted.
- d) Accounts Payable – the report be accepted.
- e) Accounts Receivable – the report be accepted. One comment was received from Councillor J Makepeace about the debtors list the Town Council manage. Mr Fletcher explained that as part of his auditing work this is something he looks at and is more than happy with how the debtors process is managed. Councillor L Fellows also raised the process involved in the Town Council raising invoices and explained that he understands that the Administration and Finance Manager completes a form and then forwards this to the Committees and Civic Administrator who would then raise the invoice. The Town Clerk advised if she needs an invoice raising then she would put the details in an email and send this to the Committees and Civic Administrator. Mr Fletcher advised that for auditing purposes there has to be a separation of duties and this is why this is done this way.

Members thanked Mr. Fletcher for his work.

C.G 16.24-25

REPORT FROM INTERNAL AUDITOR TO CONSIDER THE TERMS OF REFERENCE FOR PROPOSED AUDITS

Members considered a report from the Internal Auditor which considers the terms of reference for proposed audits which had been previously circulated. Mr Fletcher explained that he intends to complete 6 audits between January 2025 – March 2025 which are:

- a) Main accounting
- b) Risk Management
- c) Corporate Governance Arrangements
- d) Budgetary Control System and Budget Setting
- e) Capital Project

f) Members Initiative Fund

Mr Fletcher welcomed any questions from Members on the audits he wishes to undertake. Members present had no questions in relation to this agenda item.

C.G 17.24-25

POLICIES DUE FOR RENEWAL

Members considered two policies that the Town Clerk presented to them which are due for renewal. The Town Clerk presented each of the policies to Members and it was

RESOLVED that:

Equality and Diversity – the policy be adopted by the Town Council.

Lone Working – Councillor J Makepeace asked if a sentence could be added under section 6.2 of the policy to state that if a staff member is not able to lock the park gates due to safety concerns then they need to notify the Works Manager of this. They are then required to contact a staff member on call and ask that they assist them in locking the gates. Members were in agreement that once this addition is included in the policy that this policy be adopted by the Town Council.

Mr Fletcher discussed the Internal Control Report and the Risk Register associated with this and explained that this should come to Corporate Governance in February as the Terms of Reference indicate this. The Town Clerk advised that she will ensure this happens and she will then present the report to full Council in March.

There being no further business the meeting was closed at 6:30pm.

CERTIFIED AS A TRUE RECORD

CHAIR.....

DATE.....