FERRYHILL TOWN COUNCIL

Minutes of the meeting of the **CORPORATE GOVERNANCE COMMITTEE** held in the Council Chamber, Town Hall, Ferryhill on **TUESDAY, 4th February 2025 at 6pm.**

PRESENT: **Councillor:** P Atkinson (Chair)

Councillors: K Conroy, B Lamb, J Makepeace

Officials: L Owens, Town Clerk

C.G 18.24-25 **APOLOGIES FOR ABSENCE**

Councillors D Farry and L Fellows were not in attendance at the meeting, however no apologies for absence were received.

C.G 19.24-25 **DECLARATIONS OF INTEREST**

There were no declarations of interest declared.

C.G 20.24-25 **MEMBERS DISPENSATION**

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

C.G 21.24-25 **PUBLIC PARTICIPATION**

There were no members of the public present

C.G 22.24-25 **REVIEW OF INTERNAL CONTROL**

Members considered a report from the Town Clerk in relation to internal control.

Councillor J Makepeace asked in relation to F7 on the risk register if the debit card is signed back in the same day that it is signed out. The Town Clerk advised that it is and it was suggested that this detail be added to the risk register to clarify this.

Councillor K Conroy asked that when the Accountant leaves at the end of March 2025 who is then responsible for checking the Town Clerk's practices in relation to the budgets. The Town Clerk advised that she will mention this to the internal auditor but also explained that as the Town Council's internal and external auditing is so robust this in itself is a safeguard for the Town Clerk. In addition, it was highlighted from Councillor B Lamb that there are different staff members doing different aspects of the finance, therefore this ensures that things are always checked thoroughly.

Councillor K Conroy asked if appraisals with staff are being completed. The Town Clerk confirmed this is the case and confirmed that this is detailed in item E3 of the risk register.

Moved by Councillor K Conroy, **Seconded by** Councillor J Makepeace to accept the Internal Control Report.

RESOLVED
That:

a) The Internal Control Report be accepted.
b) The Town Clerk include the fact that when signed out the debit card is then signed back in on the same day under item F7 on the risk register.
c) The Town Clerk is to seek advice from the Internal Auditor to clarify the question asked about who will be checking the Town Clerks practices in relation to the budgets going forward in the absence of the Town Council's Consultant Accountant.

There being no further business the meeting was closed at 6:25pm.

CERTIFIED AS A TRUE RECORD

CHAIR...

DATE……………………………………