

FERRYHILL TOWN COUNCIL

Minutes of the meeting of the **CORPORATE GOVERNANCE COMMITTEE** held in the Council Chamber, Town Hall, Ferryhill on **MONDAY, 20th March 2023 at 6pm.**

PRESENT: Councillor: P Atkinson (Chair)

Councillors: K Conroy, L Fellows, J Makepeace,

Officials: D. Shingleton, Accountant
G. Fletcher, Internal Auditor

01.22-23 **APPOINTMENT OF CHAIR**

Councillor P Atkinson was proposed, seconded and agreed as Chair of the Corporate Governance Committee for the remainder of the 2022/23 municipal year.

02.22-23 **APPOINTMENT OF VICE-CHAIR**

Councillor L Fellows was proposed, seconded and agreed as Vice-Chair of the Corporate Governance Committee for the remainder of the 2022/23 municipal year.

03.22-23 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

04.22-23 **DECLARATIONS OF INTEREST**

There were no declarations of interest declared.

05.22-23 **MEMBERS DISPENSATION**

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

06.22-23 **PUBLIC PARTICIPATION**

There were no members of the public present.

07.22-23 **TERMS OF REFERENCE**

Members considered the Terms of Reference of the Committee. Councillor Conroy queried whether paragraph 13, relating to the review of Standing Orders, should be included in the Terms of Reference as this is an item on the agenda of every annual meeting of the Council for the Council to agree. After a brief discussion it was proposed, seconded and **RESOLVED** by 3 votes to 1 that paragraph 13 be removed.

08.22-23 **INTERNAL AUDIT REPORTS**

Mr Shingleton apologised to Members for not having an earlier meeting to consider internal audit reports from Mr Fletcher rather than having to consider all 13 at one meeting. Mr Fletcher introduced each of his reports, and Members **RESOLVED** that:

- a. Accounts Payable – the report be accepted.
- b. Accounts Receivable – the report be accepted. In response to a question from Mr Shingleton, Mr Fletcher confirmed that debt recovery

arrangements were adequate and amounts due to the Council were being recovered.

- c. Allotments – the report be accepted.
- d. Budget Setting & Budgetary Control – the report be accepted. Mr Shingleton referred to the Budget Review Working Group and how it was hoped to improve budget setting and monitoring.
- e. Capital Works- Follow Up – the report be accepted.
- f. Cemeteries – the report be accepted. Cllr Makepeace asked about the future availability of land and raised a staffing issue. Mr Shingleton said he would provide the required information.
- g. Corporate Governance – the report be accepted. Mr Shingleton informed Members that the Constitution would be considered at the annual meeting
- h. Income Collection & Banking – the report be accepted.
- i. Main Accounting – the report be accepted
- j. Members Initiative Fund (MIF) – the report be accepted. Mr Fletcher informed members that not all recipients of grants had returned the monitoring forms.
- k. Payroll – the report be accepted.
- l. Risk Management – the report be accepted. Mr Shingleton stated that he hoped the management of risk could be improved by the involvement of staff and by distinguishing between strategic and operational risks.
- m. Works – the report be accepted.

Members thanked Mr Fletcher for his work.

09.22-23 ANNUAL REPORT 2022/2023

Members considered the Internal Audit annual report for the year 2022/2023. It was noted that Mr Fletcher had completed 14.25 audit days during the year against the plan of 15.5 days. Of the 13 audits completed 11 had received full assurance and 2 substantial/full assurance. The overall assurance for the year was substantial/full.

Mr Fletcher confirmed that his report would be made public as part of the final accounts publication requirements.

Members **RESOLVED** to receive the annual report for the year 2022/2023.

10.22-23 AUDIT PLAN 2023-2024

Members considered the proposed audit plan for the year 2023/2024. Mr Fletcher stated that the plan is risk based, with those activities considered highest risk being audited annually and all activities being covered within 3 years.

Members **RESOLVED** to receive the audit plan for the year 2023/2024.

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