



## Minutes of the Meeting of the Audit & Governance Committee

Council Chamber, Bollington Town Hall  
at 10.00am on Wednesday 2<sup>nd</sup> February 2022

### Those Present:

#### Members with voting rights:

The Town Mayor Cllr Johanna Maitland

Cllrs: Ken Edwards (KE), Roland Edwards (RE), James Nicholas (JN) and Judy Snowball (JS).

**Town Clerk:** Julie Mason

**Chair:** Cllr Johanna Maitland

**Public:** None

### Declarations of Interest

None declared

### AG 01/22 To receive and approve apologies for absence:

Nil

### AG 02/22 To receive and confirm the Minutes of the meeting held 26<sup>th</sup> August 2021

The Committee **Resolved** to approve the minutes from 26<sup>th</sup> August 2022 as a true and accurate record.

### AG 03/22 Matter raised from the minutes

It was noted there were no matters raised from the minutes.

### AG 04/22 To receive the Internal Audit Report from JDH Services

The Internal Auditor had visited in December and completed the internal audit. The report had been circulated to members.

Points raised were as follows.

- the budget was not reconciled.
- the payments needed approval from the Chair of the Council and the Chair of Finance. The summary sheet was the only evidence of payments.
- Checks need to be made for supplier details as part of fraud control
- The Chair of Finance needs to make periodic checks on payments and salaries.
- The Council should be paying temporary staff through the payroll
- An internal control should be in place that the Chair notifies the payroll of annual staff salary changes

- The Fixed Assets Register needs amending and to remove any items over £1 but less than £150, the Clerks old laptop and obsolete items need to be removed. A full review was needed as it was out of date.
- The access to bank accounts was very poor due to staff changes and absences and only two of the four bank accounts had been able to have access. The pass codes should have been in the safe and this had been overlooked which had been poor practice. There were signatures on the NatWest which were obsolete from over 4 years ago and all needed removing.

**Resolved** the Committee accepted the report subject to it being presented to Full Council and the Finance committee.

#### **AG 05/22 To review the Financial Risk Assessment**

The Clerk had completed the Financial Risk assessment for the 2021/22 year. The committee discussed the report in detail.

**Resolved** the Committee accepted the report subject to it being presented to Full Council and the Finance committee

#### **AG 06/22 To agree to remove signatures from the NatWest bank Account**

**Resolved** the Clerk was given authority to remove the signatures of those who had left the Council.

#### **AG 07/22 To agree the Fixed Assets Register**

The Committee discussed the asset register at length and agreed amendments.

**Resolved** the Committee agreed the Fixed Assets Register subject to agreed amendments and approval of Finance and Grants.

#### **AG 08/22 To agree amendments to the Financial Regulations**

The Town Council were not providing a budget for three years and it stated in the FR they were doing a three-year forecast. There was no facility for the Committees to spend monies under their budget headings. It was agreed this should be redrafted.

**Resolved** the Clerk would redraft the areas and bring back to Full Council.

#### **AG 09/22 Date of the Next meeting: TBC**

Meeting closed at 11.55 am