

ST NEOTS TOWN COUNCIL
MINUTES OF THE MEETING
OF THE AUDIT & RISK COMMITTEE
HELD ON WEDNESDAY 2 MARCH 2011

Present: Cllr G Thorpe
Cllr Mrs K Cooper
Cllr D Harty
Cllr Mrs J Bird
Cllr J Cooper-Marsh

17. Apologies for Absence

There were no apologies for absence.

18. Declarations of Interest

There were no declarations of interest.

19. Minutes

The Committee approved the Minutes of the meeting held on 24.01.11 were **APPROVED**.

20. Internal Auditor

The Responsible Finance Officer reported that the Internal Auditor had been appointed and had started the 2010-11 audit.

Members **NOTED** the report.

21. Internal Audit Report & External Report

The Responsible Finance Officer advised Members that it was not possible to reconcile invoices from the software packages in place.

The booking software in use in the Priory Centre does not allow invoices to be reconciled with the finance system. Software packages are available which would link both departments.

Members **NOTED** the report and **RESOLVED** that the Responsible Finance Officer continue to investigate alternative software packages to report back to the Audit and Risk Committee meeting in April.

22. Risk Register

Members reviewed the Risk Register and Action Plan and timescales for completion of the Action Plan.

Allotments – dumping of hazardous substances. Regular inspections had been set up and the Operations Team worked with administrative staff to ensure efficient site maintained.

Bar Services – stock control. Employed external stock-taker to undertake quarterly stock-take to ensure bar stock take is efficient and accurate.

Car Parks – fly tipping. Regular inspections take place and incidents actioned as they occur.

Maintenance of Car Park Surfaces – The car park at Eaton Socon Church, which is the responsibility of the Town Council, has now been re-tarmacked. Inspection records are maintained by the Operations Manager.

Compliance with Employment Law – recruitment routes revised to fulfil necessary requirements.

Loss of key staff – Staffing structure carried out, procedures for key functions documented.

Review of interest rates – Town Council bank account rate reviewed on a quarterly basis to ensure maximum return.

Investment policy – Policy defined for responsibility of investment of Council funds. Financial regulations reviewed annually.

Budget Provision – Policy provided for budgetary controls and request of precept in accordance with the Financial regulations.

Maintenance of fences, hedges, etc – Planned maintenance programme and regular inspections carried out. Asset Management Plan reviewed on an annual basis.

Litter – provision of budget. Ensure that services give value for money and can be maintained within the current budget. Monthly site inspections.

Websites – ensure that Council controls ownership of necessary software. New website now live.

Members requested that the Responsible Finance Officer investigate insurance risk for the closed churchyard walls as these are the responsibility of the Town Council.

Members reviewed and **NOTED** the changes made to the Risk Register for 2010/11

23. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 - EXCLUSION OF THE PRESS AND PUBLIC

To resolve that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the press and public be excluded from the meeting.

24. Stock Taking Report

The Accountant presented a report on her findings on stock-taking with the Community Centres.

Members **NOTED** the Accountant's report and **RESOLVED**:

- (i) that with immediate effect daily stock checks should be carried out; and
- (ii) that the Community Centres Manager review current Centres procedures immediately.

Meeting closed at 7.53pm.

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Chairman
02.03.11