

Our Ref: MD

18 October 2012

**To: All Members of the Policy & Resources Committee**  
(Councillors Mrs Brettell, Campbell, Isaacs, Mrs Evans, James, Mrs Rigby and Taylor)

Dear Councillor

### **POLICY & RESOURCES COMMITTEE**

The Policy & Resources Committee will meet at **the Town Council's Offices, Lambourne House, Bridge Cross Road, Burntwood** on **Thursday 18 October 2012 at 7.00 pm** to discuss the following business.

Yours sincerely

**Mary Danby (Mrs)**  
Town Clerk

### **AGENDA**

**1. APOLOGIES**

**2. DECLARATION OF INTERESTS**

**3. MINUTES**

To approve as a correct record the Minutes of a Meeting of the Policy & Resources Committee held on 18 July 2012 (Minute Nos. 1 – 8) (presented to the Town Council on 05 September 2012 (**ENCLOSURE NO. 1**))

**4. 2012/13 BUDGET (INCLUDING CEMETERY) (ACTUAL TO 30 SEPTEMBER 2012) (ENCLOSURE NO. 2)**

**5. 2013/14 BUDGET**

To consider items to be included/excluded in the 2013/14 Budget, having regard to items requiring financial commitment arising from the Burntwood Town Strategy Working Groups.

**6. DATE OF NEXT MEETING**

Members are recommended to meet in mid December 2012 (week commencing 10 December if at all possible) to consider the draft 2013/14 Budget and level of Precept for to be recommended for approval at the January 2013 meeting of the Town Council.

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON WEDNESDAY 18 JULY 2012 COMMENCING AT 6.00 P.M.**

**PRESENT**

Councillor Campbell (in the Chair)  
Councillors Mrs Brettell, Isaacs (from 6.30 p.m.), Mrs Rigby and Taylor

**In attendance**

Mrs M Danby, Town Clerk

**1. APOLOGIES**

Councillor Mrs Evans

**2. DECLARATIONS OF INTEREST**

None declared.

**3. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT**

The Committee had been tasked to consider whether a deeper Internal Audit was necessary in the future and the Town Clerk had been requested to bring forward different styles or degrees of audit for the Committee's consideration.

An internet search had been undertaken by the Town Clerk in an attempt to source different styles or degrees of audit but the search revealed that parish/town councils all use the same documentation (with local variations) as used by the Council. The content of the Review format is set out in "Governance and Accountability for Local Councils: A Practitioners' Guide (England) 2010", published by the Joint Practitioners' Advisory Group (JPAG).

The Town Clerk suggested that the Committee could include the Asset Register, Inventory and Internal Audit Programme in the Review and that such Review be undertaken annually at the January meeting of the Committee.

**RESOLVED THAT:**

- a) The Review of Effectiveness of Internal Audit be amended to include:
  - Asset Register
  - Inventory
  - Internal Audit Programme
- b) The Review be undertaken annually by the Committee at its scheduled January meeting.
- c) The Internal Auditor be requested to include his qualification(s) in his report to the Council.

#### **4. STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL**

The Committee had been tasked to consider whether a deeper Review was necessary in the future and the Town Clerk had been requested to bring forward different styles or degrees of review for the Committee's consideration.

An internet search had been undertaken by the Town Clerk in an attempt to source different styles or degrees of audit but the search reveals that parish/town councils all use the same documentation (with local variations) as used by the Council. The content of the Review format is set out in "Governance and Accountability for Local Councils: A Practitioners' Guide (England) 2010", published by the Joint Practitioners' Advisory Group (JPAG).

##### **RESOLVED THAT:**

- a) The Review be amended to include:
  - Burntwood Wakes Festival
  - Investments
- b) The Review be undertaken annually by the Committee at its scheduled January meeting.

#### **5. RISK ASSESSMENT**

The Internal Auditor had recommended "that the Risk Assessment should be reviewed for completeness during 2012/13" (as reported in the Town Council Agenda for the 12 July 2012 meeting.)

It was unclear whether the Internal Auditor was referring to the Risk Assessment and Management (Financial) Policy or the content of the Risk Assessment.

A copy of the Risk Assessment and Management (Financial) Policy 2011/12 was provided for Members consideration/review.

A print-out from the Local Council Risk System (LCRS) software which lists all the areas which can be selected for risk scoring was also provided for Members consideration/review.

##### **RESOLVED THAT:**

- a) The Risk Assessment and Management (Financial) Policy be revised as set out in **Appendix A.**
- b) The LCRS system be amended to include: Investments.

#### **6. 2012/13 BUDGET (ACTUAL TO 29 JUNE 2012)**

The Committee had been tasked to consider the budget at regular intervals (circulated with the Town Council agenda for the 12 July 2012 meeting).

The Town Clerk reported that an error made by the RBS Consultant in the year end accruals with regard to the 2011/12 Civic Expenses would be corrected by RBS Software and that steps were being taken to assess costs/usage of the franking machine.

**RESOLVED** That the information be received and noted.

**7. 2012/13 CEMETERY BUDGET (ACTUAL TO 29 JUNE 2012)**

The Committee had been tasked to consider the budget at regular intervals (circulated with the Town Council agenda for the 12 July 2012 meeting).

**RESOLVED** That the information be received and noted.

**8. REDECORATION OF THE TOWN COUNCIL'S OFFICE**

Members were advised that the Lease for the Town Council's office contains a clause which requires that the Council redecorate the premises every five years. The following quotations had been obtained:

|                  |        |
|------------------|--------|
| <b>Company A</b> | £3,700 |
| <b>Company B</b> | £2,795 |
| <b>Company C</b> | £1,556 |

Members were of the opinion that the office was currently in a good state of repair and that redecoration was unnecessary during 2012/13. The Town Clerk was requested to ascertain whether the landlord would be agreeable to the work being delayed until 2013/14.

**RESOLVED THAT:**

- a)** The landlord's permission be sought to delay redecorating the office to the 2013/14 financial year.
- b)** If (a) be agreed the budgeted figure (£1,500) be earmarked in the General Reserves until required.
- c)** If (a) be declined Company C's quotation be accepted.

(The Meeting closed at 6.45 p.m.)

Signed .....

Date .....