

**MINUTES OF THE EXTRA ORDINARY MEETING OF
STAVELEY TOWN COUNCIL**

Held on Tuesday, 15th July 2014

Commencing at 6.00 p.m.

In The Speedwell Rooms, Inkersall Road, Staveley

Present: -

Councillor A. Hill – (Chair)
Councillor J. Bacon
Councillor J. Barnett
Councillor O. Cauldwell
Councillor L. Collins
Councillor H. Elliott
Councillor P. Hill
Councillor C. Ludlow
Councillor K. Ludlow
Councillor J. McManus
Councillor E. Tidd
Councillor J. Williams

In attendance: Paul Harris – Acting Town Clerk
Jo Taylor – Finance Support
John Marriott – Internal Auditor

		ACTION
	<u>PART I – NON CONFIDENTIAL INFORMATION</u>	
212/14	PUBLIC SESSION No members of the public wished to speak.	
213/14	DECLARATION OF MEMBERS' INTERESTS a) There were no Declarations of Members' Interests. b) No requests for dispensations were received	
214/14	APOLOGIES FOR ABSENCE Councillor D. Collins and Councillor S. Bagshaw.	
215/14	COUNCILLORS NOT PRESENT Councillor B. Dyke and Councillor D. Parsons	

216/14

TO DETERMINE WHICH ITEMS IF ANY FROM PART I OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED AND MOVED INTO PART II

It was **RESOLVED** that item 9 **To consider joining Local Authority Consortium for Legal Advice should be taken with the Public Excluded and thereby moved into Part II.**

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INTERNAL AUDITORS REPORT

It was **AGREED** that Standing Orders should be suspended to allow the Internal Auditor, Mr John Marriott to present his report and answer questions posed by Councillors.

Mr Marriott presented the following reports:

Section 4 – Annual internal audit report 2013/14 to

STAVELEY TOWN

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2014.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
K Trust funds (including charitable) The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

N/A

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit JOHN S. MARRIOTT
Signature of person who carried out the internal audit [Redacted] Date 27/06/2014

*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

STAVELEY TOWN COUNCIL
INDEPENDENT INTERNAL AUDITORS REPORT
FOR THE YEAR ENDED 31ST MARCH 2014

Further to instructions received I have undertaken an internal audit of the Council's books and records in accordance with the Council's requirements and planned coverage under the guidelines of Governance and Accountability for Local Councils 2010.

This work has been carried out on a sample basis so as to provide an assessment of compliance with the relevant policy and controls that are expected to be in operation during the above financial year. Where areas of concern are encountered additional work is undertaken to ascertain the extent of the problem and to form an opinion as to the effect on Council finances. Advice can then be given to correct the situation and the Council can then agree further controls where necessary to ensure future compliance with regulations. My audit has covered the work carried out by the Clerk to the Council and Responsible Financial Officer who were in office during the above year ensuring that relevant regulations have been met and the Council's resolutions have been carried out in a proper and timely manner. The following areas were subject to inspection.

- Observance of Financial Regulations.
- Observance of Standing Orders.
- Operation and Reconciliation of Bank Accounts.
- Cash Book Receipts and Payments.
- Invoices Received.
- Invoices Raised.
- Value Added Tax Returns.
- Preparation of Accounts.
- Fixed Assets.
- Council Minutes, Resolutions and Authorised Payments.
- Risk Assessment.
- Adequacy of Insurance cover.
- Payroll Records.
- Precept requirement and Budget.
- Adequacy of Council Reserves.

Continued over.

STAVELEY TOWN COUNCIL
INDEPENDENT INTERNAL AUDITORS REPORT
FOR THE YEAR ENDED 31ST MARCH 2014

There are considerable matters affecting the Parish Council's system of internal control for the year ended 31st March 2014 that need to be put before the Council for action at this time which I set out below in support of my completion of Section 4 of the Town Council's Annual Return.

- A. The record keeping system in place during the year was poorly maintained and administered. There is evidence that not all purchase invoices have been entered into the accounting records in some cases going back to the 2012/13 year. The Council's computerised accounting system can only produce meaningful information if the basic data is input correctly and completely. Too much reliance has been placed on data taken direct from the computerised records without any attempt to check if this is complete in all respects.

This can lead to inaccurate information being put before the Council when monitoring project costs and budgets. As the Purchase Ledger is incomplete due to invoices being omitted payment of supplier's accounts will have been delayed and in some cases action to recover debt has been taken by creditors which can have a negative impact on the Council's reputation.

Currently the acting Town Clerk and temporary support are working hard on the Council's accounting records in order to bring them up to date and identify the full extent of this problem.

- B. With regard to Financial Regulations in respect of competitive purchasing no documentation has been presented for audit showing any process being entered into for the large projects being run by the Council.

If this is absent then the Council may not obtain value for money on high cost contracts and projects which could seriously affect the Reserves.

The Council should as a matter of urgency review and define Financial Regulations to bring them up to date with best practice.

- C. The Council has not undertaken a review of its Risk Assessment during the year to 31st March 2014 nor has it been possible to locate a copy or any details for audit of the Risk Assessment in force during the year.

Continued over.

STAVELEY TOWN COUNCIL
INDEPENDENT INTERNAL AUDITORS REPORT
FOR THE YEAR ENDED 31ST MARCH 2014

This can lead to disruption of the Council's business, uninsured loss of assets, staffing problems, break down of financial operations and errors in Council procedure that can affect the smooth running of the Council.

A complete review of all risks affecting procedure, staffing, assets, insurance, contracts and all other areas of the Council's business should be undertaken at the earliest possible opportunity and a proper Risk Assessment must be drawn up and put before the Council for approval.

- D. The precept setting Budget for 2014/15 was produced from the Council's computerised accounting records. As mentioned in A above these were not up to date in respect of purchase invoices and therefore the figures presented to the Council as actual and projected expenditure during 2013/14 cannot be relied upon as fully correct.

The Budget setting process will be badly affected by this possibly leading to shortfalls in resources and the need for virement of funds with associated disruption to some projects for want of these funds.

The Council's financial records must be brought up to date so that future Budgets can be set using the correct financial information.

- E. There is evidence in the form of adjustment journals within the accounting records that indicate that some cash income was not banked intact and that payments were made out of these funds before the net receipt was recorded. This is very weak control of cash received and there is no evidence of any attempt to reconcile the actual amount received with the amount banked.

With this poor approach to cash control and security for it is not possible to be sure that the Council's accounting records are showing the correct gross income.

The practice of paying out expenses from income before the actual amount received is recorded and banked must cease. Any payments of a sundry cash nature must be handled properly through Petty Cash.

Continued over.

STAVELEY TOWN COUNCIL
INDEPENDENT INTERNAL AUDITORS REPORT
FOR THE YEAR ENDED 31ST MARCH 2014

F. Petty Cash has not been used in the correct manner and the payments have not been entered into the accounting records individually, only the amount periodically drawn from the bank. It has not been possible to reconcile the amount of cash back to the balance stated on the Council's computerised records as at 31st March 2014. The Cash Float of £400 for the bar at the Speedwell Rooms is missing and cannot be located. VAT has not been recovered on applicable petty cash expenses.

The Council has not been presented with a list of petty cash expenditure for their authorisation and the Councillors are not aware of the actual nature of these costs nor are these costs present under the correct cost heading on the accounting system.

Petty Cash security must be tightened and a separate petty cash book created to record and analyse expenditure. This can be easily incorporated into the accounting system and the Clerk can then report actual cost analysed figures of sundry expenditure to the Council and claim back VAT on the relevant expenditure..

H. The Asset Register produced for audit is incomplete and out of date having last been maintained in 2000.

Without an up to date Asset Register it cannot be certain what the Council's capital assets are, where they are and also whether they are properly insured.

A full inventory of all assets must be drawn up identifying them and their values and this must be cross checked with the insurers so as to ensure that there is full cover.

I. I have stated that periodic bank reconciliations have been carried out, however this is only in respect of those reconciliations automatically undertaken by the software programme. It would have been good practice for the Responsible Financial Officer to carry out a manual check so as to prove these are in order but evidence of this has not been located for my inspection.

Continued over.

STAVELEY TOWN COUNCIL
INDEPENDENT INTERNAL AUDITORS REPORT
FOR THE YEAR ENDED 31ST MARCH 2014

J. At the time of my audit correctly prepared Financial Accounts were not available for inspection and figures for the year to 31st March 2014 have not been put before the Council for approval. The Audit Trail maintained by the Clerk and Responsible Financial Officer is confused and incomplete in some part due to the huge backlog of filing as at 31st March 2014.

Without properly drawn up and verified Accounts it is not possible to confirm that the Council's Reserves, Assets and Liabilities have been properly accounted for.

The administration of the Council offices must be improved with an ordered system for the handling of documents and other data put in place. Accounts should be drawn up without delay so that they can be signed off by the Council and the Annual Return completed.

In conclusion I can report that my inspection of Staveley Town Council's records has found that the Council's internal control system for the year ended 31st March 2014 does not meet the needs and objectives of the Council and there is need of a thorough review at the earliest opportunity. I recommend that an Internal Audit working party of Councillors be formed in order to carry this out so that these problems do not arise again.

Mr Marriott concluded with stating the Council needed a system of internal control in place, internal audit is one aspect of this. It was important Staveley Town Council took this seriously and put a system in place. He also mentioned that in 2010 there was a national recommendation that Councils set up an Audit Committee, which was a good way to facilitate communication with the Internal Auditor. He also mentioned that continuity of Internal Auditor was important at this stage with six monthly reviews.

Cllr A Hill thanked Mr Marriott for his excellent report.

Following the Internal Auditors Report, the Acting Town Clerk presented the following report:

INTERNAL AUDIT REPORT 2013/2014 – A RESPONSE
REPORT FOR STAVELEY TOWN COUNCIL – 15 JULY 2014

Summary

The Internal Audit Report for 2013/2014 has raised significant issues for Staveley Town Council which we are serious about addressing as a matter of priority.

We acknowledge wholly that the Council must work within a legal framework that is specified within the Accounts and Audit Regulations and it must ensure that its business is conducted in accordance with the law and proper standards. The Council must ensure that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. The legal responsibility for this always remains with the council and its councillors.

As Acting Town Clerk since 9 April 2014 I have put the following actions into place to support compliance in future.

Background

My first day in the Office as Acting Town Clerk was 9 April 2014.

My immediate priority was to gather an understanding of the financial “health” of Staveley Town Council.

On beginning to deal with these matters the following issues became clear:

1. The Accounting software had limited items posted since December 2013 and as such it was unclear whether the information in the accounts system was an accurate depiction of the state of Staveley Town Council finances
2. No Bank Reconciliations had been provided to the Council and the only bank reconciliations were automatically generated
3. There had been no schedule of payments to the Council since 8 October 2013
4. Budgets had been set based on projections to end of the year
5. A significant number of overdue notices of bills were found in the office

Actions taken to date

The following actions have been taken to take control of this situation

Overdue notices were treated as a matter of priority and payment arranged.

Standing Orders and Financial Regulations were reviewed and brought into line with current NALC guidelines and financial thresholds. These were reviewed by Council at the AGM on 13 May 2014.

Expert support was brought in from the 9 June 2014 to help process the substantial amount of paperwork and to generate a picture of what had been paid, what had not been paid and what items were still to be entered into the accounts system.

A financial report was taken to the ordinary Council meeting on 17 June 2014 this comprised of four schedules, invoices on the ledger but not paid, unpaid invoices awaiting to be posted to the ledger, invoices paid but not entered onto the ledger and invoices on the ledger and paid but not posted as paid on the ledger.

An Internal Audit was arranged in compliance with the process for submitting the Annual Return to the External Auditor. The Internal Auditor was in the office for a full day on Thursday 19 June and again for another full day on Monday 23 June 2014.

A full report regarding the 2013/2014 financial year end and also progress to date on 2014/2015 financial year was provided to the ordinary meeting of the Council on 8 July 2014

From 1 July 2014, processes had been put in place to ensure compliance with Financial Regulations.

Further actions

A process for budget monitoring and forecasting has been adopted. A report that will be submitted either monthly or quarterly (to be agreed by the Council) includes

1. Budget by project/department and by individual spend and income types
2. Actual expenditure/income to date compared to the budget
3. A forecast to the end of the year for each project/department
4. A total forecasted outturn to the year end
5. A variance to budget and notes for explanations

This will support much greater internal controls coupled with schedules for payments which are to be available for approval by Council.

Proposed Actions related directly to the Independent Internal Auditors Report

- A. Regarding keeping accurate records, the actions taken above help to mitigate against this problem in future
- B. The large projects mentioned in the report relate to Heart of Staveley project. This project has been in operation for 7 years and the Quantity Surveyor and Architect have significant records in relation to this process. Staveley Town Council will ensure these records are brought up to date internally and maintained for future.

Regarding Financial Regulations, the actions specified in the report have already been actioned.

- C. The Council maintains Health and Safety Risk Assessments which are regularly reviewed. The Audit Report refers to the Financial and Operational Risk Assessments. We will look to put these into place for September 2014.
- D. Regarding the use of incomplete accounting records for generating the precept and budget, this has been addressed in part by the actions already taken but also we will obtain support in order to ensure regular data entry in to the accounting system, this will be put in place as a matter of priority.
- E. Regarding the practice of not banking some cash income intact; going forward all cash income will be banked intact and financial regulations will be followed.
- F. The petty cash system will be reviewed as a matter of urgency and a system fit for purpose in compliance with Financial Regulations will be in acted. Missing money will be investigated and if appropriate will be referred to the Police.
- H. A full inventory of assets will be collated by the end of 2014.
- I. We will carry out manual checks against all bank reconciliations going forward
- J. The Financial Accounts are on the agenda for the Extra Ordinary Meeting of Staveley Town Council on 15 July 2014; filing systems and records will be overhauled to enable inspection.

Conclusion

The internal audit report has raised significant issues for the Council. It is important that the Council takes these seriously and puts a robust plan into place to deal with these in moving the Council forward. A summary of action taken to date has been included in this report along with further priority actions for addressing all concerns highlighted by the Internal Auditors Report.

Recommendations to the Council

1. That the Council accepts the Audit Report
2. That the Council accepts the recommendation of the Internal Auditor to set up an 'Internal Audit Working Party' of Councillors and that this group regularly reports directly to the Ordinary Meeting of the Council
3. That the Council ratifies the 'Actions taken to date' by the Acting Town Clerk included in this report
4. That the Council approves the financial report format outlined in 'Further Actions'
5. That the Council approves the actions outlined as 'Proposed Actions related directly to the Independent Internal Auditors Report'

Cllr C Ludlow thanked the Internal Auditor for his report and the Acting Town Clerk for his report which outlined important recommendations for the Council in moving forwards. She also mentioned that the Council had asked questions in the past and not received answers, this was the driving reason for asking a new internal auditor to compile a report. It was stated that Council wanted to ensure the matters referred to in the Audit Report did not happen again. It was noted that with the Acting Town Clerk in post, and support from Jo Taylor and Sally Plumber the Council was in a better position to move forwards.

Mr Marriott stated that there were irregular practices, he also mentioned that the budget process had used incomplete data held in the accounting system. He did not feel the management processes had just 'crumbled' within the previous 12 months. He cited the Asset Register from 2000 asking the question how it was possible to be clear the Council had insured properly using this register.

Cllr C Ludlow mentioned the missing money from the bar float and more recent missing petty cash, it was felt that these should be reported to the Police.

There was a move to reinstate Standing Orders

All votes **FOR**

It was **RESOLVED:**

1. That the Council accepts the Audit Report
2. That the Council accepts the recommendation of the Internal Auditor to set up an 'Internal Audit Working Party' of Councillors and that this group regularly reports directly to the Ordinary Meeting of the Council
3. That the Council ratifies the 'Actions taken to date' by the Acting Town Clerk included in his report
4. That the Council approves the financial report format outlined in 'Further Actions'
5. That the Council approves the actions outlined as 'Proposed Actions related directly to the Independent Internal Auditors Report'
6. That a six monthly review be put in place with the Internal Auditor John Marriott who will continue in the role as Internal Auditor
7. That the missing Petty Cash and missing Bar Float be reported to the Police

All votes **FOR**

218/14

ANNUAL RETURN FOR THE FINANCIAL YEAR ENDED 31ST MARCH 2014

It was **AGREED** to suspend Standing Orders to enable Jo Taylor to speak to her report.

Jo Taylor read out the Annual Governance Statement (page 13 below) and an explanation of the “No” statements on Section 2 (below).

Staveley Town Council

Audit Return 2013/2014

Explanations for 'No's' on Section 2 the Annual Governance Statement

Assertion	Explanation for 'No' response
1	Accounting statements were not presented to the council on a regular basis. A new procedure is in place whereby at each council meeting the council have presented to them accounting statements in compliance with the Accounts and Audit Regulations.
2	Proper arrangements weren't in place to address the lack of information presented to the council. Lack of internal controls left the council vulnerable. New controls procedures are being adopted to address these immediate issues and for the council to safeguard the public money.
3	Not all reasonable steps were taken to ensure the council's compliance with laws, regulations and proper practices. Councillors and staff will undergo financial training.
5	No risk assessments were reviewed in 2013/2014. Risk assessments to be reviewed as soon as ready no later than September 2014.
6	A new internal auditor was appointed for 2013/2014 audit. He was on site for 2 days, and addressed all the areas listed in his internal audit report. The council are actioning the issues raised.
7	There was no report from the internal auditor for 2012/2013. The council were unaware of the external auditors response for 2012/2013, but have an extraordinary meeting of the council booked to discuss internal auditors report. External auditors report will be agenda at the next appropriate meeting after it is received.
8	With the lack of financial reporting to the council it was not possible to properly consider liabilities, transactions or commitments either in the year or at the financial year-end. With the appropriate financial reporting and regular meetings regarding finance this issue will be resolved.

Cllr A Hill stated that he had never signed an Annual Return Form although he had signed a photocopy. In 2011/12 Cllr Hill stated he refused to sign the Annual Return. Cllr Hill was shown the Annual Return for 2012/2013 with his signatures on – he reiterated he only signed a photocopy and not the actual document, he also stated that he only signed when it went through on a vote.

It was recognised that the External Auditor Grant Thornton may wish to visit which could be costly to the Council. Mr Marriott suggested that the Acting Town Clerk’s report should be included with the Annual Return.

Cllr Hill thanked Jo Taylor for the reports and explanations.

There was a move to reinstate Standing Orders

All votes **FOR**

i) To approve the accounting statements 2013/2014

It was **RESOLVED** that the accounting statements 2013/14 be approved
All votes **FOR**

Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here: STAVELEY TOWN Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2013 £	31 March 2014 £	
1 Balances brought forward	257155 (60265) 331,562	257155	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	331807 331,562	260917	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	522900	828885	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	208459	218364	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	10403	20807	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	318180	713368	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	257155	394418	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	257249 7014725	189753	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation. <i>All box sheet items</i>
9 Total fixed assets plus other long term investments and assets	7014725	7014725	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	329478	737071	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes no N/A N/A	yes no N/A N/A	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

* 

Date 15/07/2014

I confirm that these accounting statements were approved by the council on this date:

15/07/2014

and recorded as minute reference:

218/14

Signed by Chair of the meeting approving these accounting statements



Date 15/07/2014

ii) To approve the annual governance statement for 2013/2014

It was **RESOLVED** that Annual Governance Statement 2013/14 be approved

All votes **FOR**

Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

STAVELEY TOWN

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

	Agreed –		‘Yes’ means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year has given all persons interested the opportunity to inspect and ask questions about the council’s accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

dated 218/14
15/07/14

Signed by
Chair [redacted]
dated 15/07/14
Signed by
Clerk [redacted]
dated 15/07/14

*Note: Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how the council will address the weaknesses identified.

219/14

SCHEDULE OF PYAMENTS

Staveley Town Council

Payments for Approval 15th July 2014

Cheques		Total	Exp. Account	Cost Centre
14/07/2014	506570 Abstract Signs	382.54	4032	101
	506571 Vallaton Limited	1,077.33	4032	101
	506572 Bolsover Safety Health & Env Serv	168.00	4036	101
	506573 British Gas	473.62	4015	216
	506574 Staveley Hall Garden Centre	25.00	4301	101
	Total Cheques	<u>2,126.49</u>		
BACS				
18/06/2014	Weekly/Monthly Salaries	8,298.62		
27/06/2014	Weekly Salaries	1,698.62		
02/07/2014	Weekly Salaries	1,442.56		
	M Brooke	6,024.33		
	HMRC	3,247.59		
	Peter Rice	3,807.21	14,521.69	
09/07/2014	Weekly Salaries	1,626.52		
	William Anelay	95,402.23	97,028.75	
10/07/2014	Parkin Heritage	15,224.00		
	HMRC	7,419.40	22,643.40	
16/07/2014	Weekly Salaries - est	1,500.00		
	Pension Payments	9,526.70	11,026.70	
	Total BACS	<u>155,217.78</u>		
Other				
14/07/2014	Union Subs Mar 13 - Mar 14	1,281.91		
	Union Subs Apr 14 - Jun 14	286.36		
		<u>1,568.27</u>		

It was noted that Union Subscriptions had not been paid on the behalf of employees to UNISON since April 2013. The last payment was for the period September 2012 – February 2013.

Cllr C Ludlow stated that she had obtained advice from UNISON and that staff would have to re-join. She felt that staff should be reimbursed with their subscriptions. The amounts of money are listed at the bottom of the schedule (above).

It was **RESOLVED** that the schedule of payments be approved and that the Town Clerk look into paying the Union Subscriptions back to staff.

All votes **FOR**

SEALING OF DOCUMENTS

a) **RESOLVED** –That the Common Seal of the Council be affixed to any documents or agreements necessary to carry into effect any resolution or decisions passed by or confirmed at this meeting.

<p>220/14</p>	<p>b) There were no documents requiring registration by the Land Registry</p> <p>PART II – CONFIDENTIAL BUSINESS</p> <p>PUBLIC BODIES (ADMISSION TO MEETINGS ACT), 1960</p> <p>RESOLVED – That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters, the public and representatives of the press excluded from this meeting during the discussion thereof.</p>	
<p>221/14</p>	<p>TO CONSIDER JOINING LOCAL AUTHORITY CONSORTIUM FOR LEGAL ADVICE</p> <p>The merits of joining the public sector focused consortium EM LawShare was discussed.</p> <p>It was RESOLVED that Staveley Town Council would join EM LawShare and authority be granted to the Acting Town Clerk to commission Solicitors as required for legal advice in relation to the existing Grievance and Disciplinary hearings in consultation with the Chairman and Leader of the Council with any cost coming back to the Council for ratification.</p> <p>All votes FOR</p>	