



Minutes of a meeting of the Finance and Resources Committee held on 16th October 2023 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

Present: Councillors G. Gudka (Chair), R. Baker, P. Clayton, M. Facey, R. Keen, A. Matthews, B. Metcalfe, S. Perry, C. Searing, B. Vickers

In attendance: N. Brooks (RFO), H. Hurley and two members of the public

Public Participation

A member of the public raised a TIMPS issue that will be forwarded as appropriate.

82.0.F23 To receive apologies for absence

Apologies were received from the Town Clerk.

83.0.F23 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

84.0.F23 To receive and approve the minutes of the Finance and Resources Committee meeting held on 4th September 2023 and the extraordinary meeting held on 26th September 2023

The minutes of the previous meeting of the Finance and Resources Committee, held on 4th September 2023, and also the extraordinary meeting, held on 26th September 2023, were presented by the Chairman.

(Councillors Metcalfe and Clayton joined the meeting at this juncture)

Resolved that the minutes of the meeting held on the 4th September be taken as read, confirmed and signed by Councillor Matthews who chaired that meeting.

Resolved that the minutes of the extraordinary meeting held on the 26th of October be taken as read, confirmed and signed by the Chairman.

85.0.F23 Matters arising from previous minutes

There were no matters arising.

86.0.F23 To receive Chairs report

The Chairman reported that he was pleased that recent meetings supported local causes through the allocation of grants, although he was disappointed that there were not more applicants for the beautification grant. The Town Clerk had been asked to explore whether funds were



available to invite more applications but had confirmed this was not possible.

The update to the accounting system, with a cleaner set of budget codes and the work of a full time RFO is already of benefit.

87.0.F23 To receive the list of payments up to 9th September 2023

The list of payments attached to these minutes were noted and no queries were raised.

88.0.F23 To note the income and expenditure and earmarked reserves reports up to end of September 2023

The income and expenditure and earmarked reserves were noted and no queries were raised.

89.0.F23 To approve the bank reconciliation for September 2023

Resolved that the bank reconciliation was approved and signed by the Chairman.

90.0.F23 Office Accommodation Working Group update report and to agree expenditure required

Resolved that it is recommended to Council that funds be released from the Property Maintenance EMR to carry out a survey on the former school building and cost the works.

91.0.F23 To consider responding to the NALC consultation to update Model Financial Regulations

The Chairman gave an overview of the Model Financial Regulations and made suggestions on a response.

Resolved that Members forward suggestions to the Town Clerk and the Town Clerk prepares a response, in consultation with the Chairman and Vice Chairman.

92.0.F23 To receive feedback from internal check undertaken by Councillors Gudka and Matthews

A good process for conducting and documenting checks is in place and no particular issues were found.

93.0.F23 To receive cemeteries equipment update report

The report was noted.

94.0.F23 To note Interim External Audit report

The Chairman gave a brief summary to explain why the external auditor has not been able to complete certification. Some queries were raised and will be clarified.



**Burnham-on-Sea
& Highbridge**
TOWN COUNCIL

95.0.F23 To appoint Internal Auditor for 2023/24

The Chairman gave an overview of the attached report. A discussion took place regarding the options.

Resolved that Hillside Business Services are appointed to carry out the internal audit for 2023/24.

96.0.F23 Date of next meeting

The next meeting of the Finance and Resources Committee will be held on 27th November 2023 at 7 pm.

Signed by chair.....

date.....

Report for councillors: Appointing Internal Auditor

Issued to: Finance & Resources Committee – 16th October 2023

Background

We have been trying to obtain estimates from Internal Auditors registered with The Internal Audit Forum (The Internal Audit Forum is a professional body to support independent Internal Auditors and to ensure that a high standard of internal controls review is undertaken, country wide). There are only a handful of Internal Auditors registered that cover the Somerset area and unfortunately many are already fully booked.

The internal audits are carried out twice per year and include a review of the year end accounts and completion of the Annual Internal Audit Report of the Annual Governance and Accountability Return (AGAR)

Estimates

IAC Audit & Consultancy Ltd

Charges are £395 per day for two days per year (Total £790). Should the Council choose to appoint for 3 years then a 5% discount would apply to the fees.

IAC have carried out the Internal Audits since 2013.

Hillside Business Services

Charges are £22 per hour. The number of hours vary as it is subject to the quality of information provided, the amount of internal audit queries raised and also subject to any further update/additional testing required in line with the JPAG. It is anticipated it would take approximately 14 hours.

Audits are completed remotely, but if a visit to the office is required, the travel time will be charged at the normal hourly rate plus £0.45 per mile.