



Devizes
Town Council

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DEVIZES TOWN **COUNCIL**

You are summonsed to attend a meeting of the Devizes Town Council Committee at the following, place and date.

Date: 8 March 2018

Time: 7.00 pm

Venue: Council Chamber, Town Hall, St John's Street, Devizes

Enquiries: Town Hall - Tel: 01380 722160

Councillors:	Bridewell	Burton	Corbett
	Carter	P Evans	S Evans
	Gay	Geddes	Giraud-Saunders
	Godwin	Greenwood	Hopkins
	Johnson	Nash	Parsons
	Rose	Rowland	Shaw
	Stevens	Von Berg	Wooldridge

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the Meetings of the Council held on the 14 December 2017.

2. APOLOGIES FOR ABSENCE

3. DISCLOSURE(S) OF INTEREST

To receive any disclosures by a Councillor(s) and/or Officers in matters to be considered at this meeting in accordance with the provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

4. To receive announcements and communications.

5. To answer questions (if any) under standing order No. 15.

6. MINUTES OF MEETINGS FOR INFORMATION

Since the last meeting of the Council on 14 December 2017 the following Committees have taken place whose minutes have been approved as a correct record and signed by the appropriate committee chairman.

The minutes of these meetings have been previously circulated to all members.

COMMITTEE NAME	COMMITTEE DATE
Planning Committee	14 December 2017
Planning Committee	2 January 2018
Planning Committee	16 January 2018
Planning Committee	30 January 2018
Planning Committee	13 February 2018
Community & Civic Resources	2 January 2018
Community & Civic Resources	13 February 2018
Recreation & Properties	14 December 2017
Recreation & Properties	16 January 2018

NOTE: Before dealing with the next item (No 7) the Council will wish to consider whether or not to suspend Standing Order No 5 (members to stand when speaking). If the Standing Order is to be suspended, it must be done by way of a proposition, duly seconded and carried.

7. REPORT FOR INFORMATION – PROJECT LIST

Circulated alongside this agenda is a list detailing the current position with regard to ongoing and proposed projects.

8. REPORT FOR DECISION – SELECTION OF DEPUTY MAYOR FOR THE CIVIC YEAR 2018/2019

Council is asked to agree the Council's nomination for the Deputy Mayor for the coming Civic Year 2018/2019.

9. REPORT FOR DECISION – APPOINTMENT OF INTERNAL AUDITOR – MR MORRISON

Recommendation

The committee are requested to agree officer's recommendation in retaining Mr Morrison's services as internal auditor for the 2018/19 financial year.

Purpose of the Report

To appoint Mr Morrison as internal auditor for the 2018/19 financial year.

Background

The internal auditor needs to confirm the internal control objectives: -

Appropriate accounting records have been properly kept throughout the year.

- The body's financial regulations have been met, invoices supported payments and expenditure were approved and VAT was appropriately accounted for.
- The body's assessed the significant risks in achieving its objectives and reviewed the adequacy of arrangements to manage these.
- The annual taxation or levy or funding requirement resulting from an adequate budgetary process: progress against the budget was regularly monitored: and reserves were appropriate.
- Expected income was fully received, based on current prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
- Receipts properly supported petty cash payments, expenditure was approved and VAT appropriately accounted for.
- Salaries to employees and allowances to members were paid in accordance with body approvals, and PAYE and NI requirements were properly applied.
- Asset and investment registers were complete and accurate and properly maintained.

- Periodic and year-end bank account reconciliations were properly carried out.
- Accounting statements prepared during the year were prepared on the correct basis (receipts and payments/income and expenditure), agree with the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded.

Regulation 6 of the Accounts and Audit Regulations 2003 as amended imposes a duty on local councils to 'maintain an adequate and effective system of internal control of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control.

Options Considered

The committee needs to decide if it wishes to agree to this request.

Implications & Risks

Financial and Resource Implications

Budget provision has been made to meet the cost of internal auditing.

Legal Implications and Legislative Powers

The Accounts and Audit Regulations 2003 impose a duty of internal control.

Environmental Implications

Officers are not aware of any environmental implications associated with this decision.

Risk Assessment

Officers are not aware of any risk associated with this decision.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

10. TO PASS THE FOLLOWING SEALING RESOLUTION

THAT the Common Seal of the Council be affixed to or the Deputy Town Clerk do sign on behalf of the Council where appropriate any Orders, Deeds or Documents necessary to give effect to any of the matters and recommendations contained in the reports received and adopted at this meeting or other decisions of the Council thereat.

11. QUESTION TIME

A short time is allowed at the discretion of the Town Mayor for councillors to ask questions on matters which are not on the current agenda but which are related to matters which have been previously discussed on an agenda relevant to the committee.

At least 24 hours' notice must be given to officers of the intended question. All other matters should be raised on an agenda and the request should be submitted through the Town Clerk

12. PUBLIC PARTICIPATION

At the Chairman's discretion, members of the public attending the meeting will be allowed to ask questions addressed to the Chairman concerning the administration, function or responsibilities of the Council or upon a matter, which was the subject of debate at the meeting.

A person may also be permitted to make a statement or address the Council upon a matter of concern to that person which is relevant to local government, or to the Council's administration or upon a subject, which may be of general interest to the Council. A time limit of 5 minutes per person will be permitted, but this may be extended at the Chairman's discretion and a maximum period of 20 minutes has been allocated by the Council for this item of business.

Deputy Town Clerk