

AUDIT AND RISK MANAGEMENT COMMITTEE 10TH OCTOBER 2014, FRYERN PAVILION.

PRESENT: Councillor Scott [Chair], Councillors Atkinson, Aubry, Grajewski, Hughes.

1. APOLOGIES:

These were received from Councillor Bull.

2. DECLARATIONS OF INTEREST

None were declared.

3. EXTERNAL AND INTERNAL AUDITORS' REPORTS RE 2013-2014.

Councillor Atkinson gave background to the period of compilation of annual accounts in March/April 2014. After discussion it was: -

- a. **Agreed to Recommend** that Policy and Finance Committee arranges to scrutinise the Annual Return and Statement of Accounts in future to ensure compliance with the auditor's advice.
- b. **Pleased to Note** that items 4, 9, 10, 12, 14 and 16 [as set out sequentially in the Internal Auditor's Report of 17/6/14] have been dealt with and will be re-enforced appropriately in future;
- c. **Agreed to Recommend** that Chairs of Committees initiate action to correct matters raised in items 1, 5, 6, 7 and 13 of the Internal Auditor's Report of 17/6/14, and to ensure future compliance;
- d. **Agreed to Recommend** that Chairs of Committees, together with the RFO, ensure close compliance with the requirements and advice raised in items 3, 8, 11 and 15 of the Internal Auditor's Report of 17/6/14;
- e. **Agreed to Recommend** that, if a Member has an interest in any application for a grant, that interest should be declared in advance, but the Member may speak to the application before retiring during any vote.

4. FINANCIAL REGULATIONS.

Councillors discussed the recently adopted FRs with a view to the future.

- a. Further to FR 5.1, it was **noted** that FR 5 is fit for purpose;
- b. It was **Agreed to Recommend** that, on condition the Council's bankers can allow "Read Only" facilities on the internet, the following Financial Regulations be adopted:
 - i. FR 6.10, BUT replace "payment for certain items" with "oversight of accounts", and delete all after "banking";
 - ii. FR 6.11, BUT delete final sentence;
 - iii. FR 6.12, 6.13 and 6.14;
 - iv. FR 6.15, BUT delete all after "who will be authorised", and insert "to access the accounts' records";
 - v. FR 6.16;
- c. It was **Agreed to Recommend** that a clear and robust protocol for payments be adopted when possible.

5. DATA-STORAGE.

After consideration of Minutes from 26 February 2014 onwards, it was AGREED to

- a. **Recommended to Censure** the previous Chair of Policy and Finance Committee and the former Clerk for not effectively following up Minute 8 of the meeting of 26th February 2014,

but leaving unconsidered and unreported the required three quotations for when the matter was returned to in September 2014;

b. **Noted** that three sets of costs are now available in precis form;

c. **Recommend** that the Council installs Microsoft 365/E3, with facilities for three users and a one-year maintenance contract;

d. **Noted** the Clerk's recommendation regarding Bookings are subject to financial and data security being suitable.

6. RESERVES POLICY.

It was **Agreed to Recommend** the Policy and Finance Committee and the Assets and Amenities Committee be asked to identify risks of having to replace or seriously overhaul assets in the future.

That being all the business the meeting closed at 1335.

Chairman.....