

BANBURY TOWN COUNCIL

Minutes of a meeting of Banbury Town Council held on Tuesday, 08 February 2022 at 6.30pm.

Present: Councillor Hussain (Town Mayor)
Councillors: Ahmed, Ayers, Beere, Biegel, Bishop, Bunce, Cherry, Colegrave, Donaldson, Garrett, Hodgson, Ilott, Kilsby, Mallon, Mears, Phillips, Powell, Reeves, Richards and Strangwood.

Officers: Mark Recchia (Town Clerk)
Martyn Surfleet (Executive Officer)

C.53/21 Apologies for Absence

Mark Hassall (Deputy Town Clerk/RFO).

C.54/21 Declarations of Interest

None

C.55/21 Minutes of the Last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 11 January 2022 be approved as a correct record and signed by the Town Mayor.

C.56/21 Communications

None.

C.57/21 Questions - Elected Members and Members of the Public

There were no questions from Elected Members.

There were no questions from members of the public.

C.58/21 General Services Committee

It was proposed by Councillor Powel, then seconded by Councillor Bunce and **RESOLVED** that the Minutes of the General Services Committee meeting held on 18 January 2022 be received.

C.59/21 Resources Committee

It was proposed by Councillor Mallon, then seconded by Councillor Colegrave and **RESOLVED** that the Minutes of the Resources Committee meeting held on 01 February 2022 be received.

C.60/21 Planning Committee

It was proposed by Councillor Ilott, and **RESOLVED** that the Minutes of the Planning Committee meetings held on 02 February 2022 be received.

C.61/21 Internal Audit Report 2021/22

The Town Council had an arrangement with Stuart Pollard of Auditing Solutions Ltd. who provided Internal Audit Services to a number of Local Councils nationally. The Internal Auditor examined different aspects of the Council's financial operations.

This report sets out the work undertaken in relation to the 2021-22 financial year to date which was completed by 22nd October 2021 and 25th January 2022 respectively. Due to the impact of the Covid-19 pandemic, the Auditors had again undertaken their second review for the year remotely and wished to thank the Deputy Town Clerk & RFO, Cemetery

Manager and the Administrative Officer for assisting the process, providing all necessary documentation in electronic format to facilitate completion of the reviews.

The Auditor concluded that, on the basis of the programme of work undertaken, the Council had maintained adequate and effective internal control arrangements during the year. In the areas examined, no major issues or concerns had been identified and it was considered that the Clerk and staff continued to operate generally effective control procedures in each relevant area.

The areas of review included:

- Accounting records and bank reconciliations,
- Corporate Governance,
- Review of Expenditure,
- Assessment and Management of Risk,
- Precept Determination and Budgetary Control,
- Review of Income,
- Petty Cash,
- Staff Salaries,
- Fixed Asset Registers
- Investment & Loans

IT WAS RESOLVED to receive and note the Internal Audit Report.

The meeting ended at 6:35pm